



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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GOVERNOR

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STATE TREASURER

**Bulletin 11 of 2013**  
**November 4, 2013**  
**Eligible Personal Property Tax Exemption**

**TO:** Assessors, Equalization Directors and Interested Parties

**FROM:** State Tax Commission

**SUBJECT:** P.A. 402 of 2012, Eligible Personal Property Exemption

In December of 2012, Governor Snyder signed into law eleven bills affecting the taxation of personal property. The majority of these Acts do not take effect until December 31, 2015 for the 2016 Tax Year; further guidance on those Acts will be provided at a later date. The purpose of this Bulletin is to provide guidance only on P.A. 402 of 2012 as amended by P.A. 153 of 2013, MCL 211.9o, which is effective December 31, 2013 for the 2014 Tax Year.

**Beginning December 31, 2013 eligible personal property is exempt from taxation.**

**A. Definitions**

**Eligible Personal Property:** In order to be eligible personal property and qualify for the exemption, the personal property must meet all of the following conditions:

The exemption must be properly claimed **and**

The personal property must be classified as industrial personal property or commercial personal property as defined in MCL 211.34c or would be classified as industrial personal property or commercial personal property if not exempt **and**

The combined true cash value of all industrial personal property and commercial personal property owned by, leased by or in the possession of the owner or a related entity claiming the exemption is less than \$80,000 in the local tax collecting unit **and**

The property is not leased to or used by a person that previously owned the property or a person that, directly or indirectly controls, is controlled by, or under common control with the person that previously owned the property.

**Industrial personal property** is defined in MCL 211.34c as:

- (i) All machinery and equipment, furniture and fixtures, and dies on industrial parcels, and inventories not exempt by law.
- (ii) Personal property of mining companies.

**Commercial personal property** is defined in MCL 211.34c as:

- (i) All equipment, furniture, and fixtures on commercial parcels, and inventories not exempt by law.
- (ii) All outdoor advertising signs and billboards.
- (iii) Well drilling rigs and other equipment attached to a transporting vehicle but not designed for operation while the vehicle is moving on the highway.
- (iv) Unlicensed commercial vehicles or commercial vehicles licensed as special mobile equipment or by temporary permits.

**True Cash Value** is defined in MCL 211.27: As used in this act, "true cash value" means the usual selling price at the place where the property to which the term is applied is at the time of assessment, being the price that could be obtained for the property at private sale, and not at auction sale except as otherwise provided in this section, or at forced sale.

**Person** means an individual, partnership, corporation, association, limited liability company or other legal entity.

**Related entity** means a person that directly or indirectly, controls, is controlled by or is under the common control with the person claiming the exemption.

**Control, Controlled By and Under Common Control with** means the possession of the power to direct or cause the direction of the management and policies of a related entity, directly or indirectly, whether derived from a management position, official office, or corporate office held by an individual; by an ownership interest, beneficial interest, or equitable interest; or by contractual agreement or other similar arrangement. There is a rebuttable presumption that control exists if any person, directly or indirectly, owns, controls, or holds the power to vote, directly or by proxy, 10% or more of the ownership interest of any other person or has contributed more than 10% of the capital of the other person. Indirect ownership includes ownership through attribution or through one or more intermediary entities.

## **B. Taxpayer Responsibilities**

In order to claim the exemption, **the owner** of the eligible personal property must **annually file** an affidavit, (Form 5076), with the local tax collecting unit where the property is located **not later than February 10** each tax year that the exemption is claimed. If an affidavit is filed, the owner **is not required to file** a personal property statement in that tax year.

The State Tax Commission has determined that **annually filed by February 10**, means **postmarked by February 10**. The State Tax Commission has also determined that late filed affidavits should not be accepted by the local unit, with the exception of the 2014 year, which is detailed in Item D. Taxpayer appeal rights are detailed in Item D.

Taxpayers are required to maintain books and records for four years after filing an affidavit claiming the exemption. At a minimum those records shall include the date of purchase, lease or acquisition, purchase price, lease amount or value of all industrial personal property and commercial personal property owned by, leased by or in the possession of that personal or a related entity. They shall provide access to those books and records if requested by the local unit assessing officer, County Equalization Department or Department of Treasury for the four years immediately after filing the exemption.

Any individual who fraudulently claims an exemption is guilty of a misdemeanor punishable by not less than 30 days and not more than 6 months in jail and a fine of not less than \$500 or not more than \$2,500 or both.

### **C. Assessor Responsibilities**

Assessors must ensure that eligible personal property of a property owner who annually files the affidavit (Form 5076) is shown as exempt on the assessment roll.

Assessors must deny an exemption for personal property that is determined not eligible to meet the exemption requirements and notify the taxpayer of the denial and of their rights to appeal as described under item D. An assessor may deny a claim for exemption for the current year and for the three immediately preceding calendar years for any property that does not meet the exemption requirements. Interest shall be computed as defined in the Act.

Assessors must ensure that they do not require a property owner who files an affidavit to also file a personal property statement.

Assessors and/or Supervisors are still required to annually send a personal property statement to any person they believe has personal property in their possession in their local unit. The personal property statement has been revised to meet the notice requirements in the Act. Personal Property Statements **must be sent or delivered no later than January 10** each year.

Assessors should ensure a copy of the affidavit is kept on file by the local unit for not less than four years after the completion of the assessment roll for which the affidavits are filed. The State Tax Commission recommends that assessors review this requirement and determine if it may be necessary to retain the affidavits for a longer period of time.

If a property owner files an affidavit in one tax year and does not file the affidavit in the following tax year, the assessor must remove the exemption from the property on the assessment roll and ensure that a personal property statement is filed by the owner.

## **D. Appeal Rights**

**For the 2014 year only**, any owner of eligible personal property **who did not timely file** an affidavit to claim the exemption may file an appeal with the March 2014 Board of Review to claim the exemption.

Owners who timely file the affidavit may appeal denial of the exemption to the March Board of Review or in the case of a qualified error to the July Board of Review or December Board of Review. The July or December Boards of Review may not hear an appeal of a denial of the exemption from the March Board of Review. This Act has amended the definition of Qualified Errors to include an error made in the denial of a claim of exemption for personal property under section 9o.

The decision of the March, July or December Boards of Review may be appealed for the year in which the appeal was filed and the immediately preceding three tax years to the Residential and Small Claims Division of the Michigan Tax Tribunal on a form approved by the Michigan Tax Tribunal. Michigan Tax Tribunal forms are available at [www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib).

## **E. Additional Information**

- Determination of eligibility for this exemption is different than determination of tax liability. Determination of eligibility for the exemption includes items, such as leased personal property, which would not be used in the determination of tax liability. It is possible that a taxpayer may have under \$80,000 true cash value for determination of tax liability and not be eligible for the exemption because of items they may lease or have in their possession but do not own.
- This Act is repealed if not approved by a majority of the qualified electors of this State who will vote on the question at an election in August 2014. If repealed, assessors should remove the exemption from the property on the assessment roll for 2015.
- Information regarding the effect of the change on the Headlee Rollback will be discussed in the Headlee Rollback Bulletin issued in early 2014.

Parcel Number

**2014**

# Affidavit of Owner of Eligible Personal Property Claiming Exemption from Collection of Taxes (As of 12-31-2013)

**Notice:** Questions regarding this form should be directed to the assessor of the city or township where the personal property is located. This form was approved by the State Tax Commission on November 4, 2013 under the authority of Public Act 206 of 1893. This form must be filed by the owner or the owner's authorized agent.

Name and Address of Owner

**To claim an exemption, this Affidavit must be received by the Assessor no later than February 10, 2014.**

**IMPORTANT INFORMATION:** This affidavit will exempt property owned only by the entity filing the affidavit. If personal property is leased to or used by an entity other than the property's owner, the owner of that personal property must file the affidavit for that property, not the lessee or the user. The owner may file the affidavit and claim the exemption only if the True Cash Value of all of the commercial or industrial personal property located within the city or township that is owned by, leased to, or in the possession of the owner or a related entity was less than \$80,000 on December 31, 2013.

Name of Local Unit of Government		
City	Township	
List all addresses where Personal Property is located within the City or Township. (may attach additional sheets)	Names of Owners or Partners (If sole Proprietorship or Partnership)	
County	Owner Telephone Number	Legal Name of Owner, if different from above
Assumed Names Used by Legal Entity, if any	Description of Owner's Business Activity and NAICS Code	
Check only one: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Co. MI ID# _____ <input type="checkbox"/> Corporation MI ID# _____ <input type="checkbox"/> Partnership		
Name and Telephone Number of Person in Charge of Personal Property Records	Address where Personal Property Records are Kept	
Names of all other businesses having personal property, including any leasehold improvements assessed as personal property at the locations included in this affidavit. (attach additional sheets as necessary)		Date Business Began in Local Tax Collecting Unit

The undersigned certifies that:

- I am the owner of the commercial personal property and industrial personal property being claimed as exempt or I am the duly authorized agent.
- The True Cash Value of all the Personal Property, as defined by Public Act 153 located within the city or township indicated above, that is owned by, leased to, or in the possession of the owner or related entity was less than \$80,000 on December 31, 2013.
- Below are the procedures used to determine that the True Cash Value of the Eligible Personal Property was less than \$80,000 on December 31, 2013:
  - The determination of True Cash Value was based on the State Tax Commission's recommended valuation procedures as set forth on Form 632, *Personal Property Statement (L-4175)*. Attach an explanation of the method used if your answer is NO .....  Yes  No
  - The determination of True Cash Value includes all assessable personal property, located within the city or township listed on this Affidavit that is owned by, leased to, or in the possession of the owner or related entity. This shall include all trade fixtures and may include leasehold improvements not assessed as real property. Attach an explanation if not all personal property is included .....  Yes  No  N/A

*I hereby certify that the information contained within, and attached to, this Affidavit provides a full and true statement of all personal property owned, leased, or in the possession of the owner or related entity on December 31, 2013.*

Printed Name	Signature	Date
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Indicate which:  
 Sole Proprietor   
 Partner   
 Officer   
 Managing Member   
 Agent (attach letter of authority)

**Trade Fixtures:** Items of property that have been attached to real estate by a tenant to facilitate the tenant's use of the property for business purposes and which are both capable of being removed and are removable by the tenant under the terms of the lease. Examples of trade fixtures are certain costs related to telephone and security systems and most signs.

**Leasehold Improvements:** Land improvements, such as paving and landscaping, and improvements made by a tenant to structures owned by the landlord. Leasehold improvements are characterized by the fact that they cannot be removed for use elsewhere because they will be destroyed by removal. Leasehold improvements may be assessed as real property to the owner of the real property or may be assessed as personal property to the tenant.

Additional information can be located in Public Act 153 and State Tax Commission Bulletin 11 of 2013.