

**IMPORTANT CHANGES TO PERSONAL PROPERTY TAX LAW  
BEGINNING IN 2014**

**Please Read Carefully**

Effective December 31, 2013, commercial and industrial personal property with a combined true cash value of less than \$80,000 is *eligible* for exemption from personal property tax. Combined true cash value is the market value of all personal property owned by, leased by or in the possession of the owner or related entity within a local tax collecting unit.

To *qualify* for this exemption the taxpayer **must** file the “Eligible Personal Property Exemption Affidavit” with the local tax collecting unit by February 10, 2014. **Exemption affidavits not filed by this date will not qualify for the exemption.** The Exemption Affidavit form is available in the Office of the Portage City Assessor, Portage City Hall, 7900 South Westnedge Avenue and online at [www.portagemi.gov](http://www.portagemi.gov) > Departments > City Assessor > Property Tax Forms and Information.

Taxpayers who *qualify* (timely file the affidavit) for this exemption are not required to file a Personal Property Statement; however, taxpayers are required to maintain adequate books and records relating to the description, the date of purchase or acquisition, purchase price or lease amount, or value of all industrial or commercial personal property for a period of four years. Further, taxpayers must make these records available to the local assessor, county equalization department and the department of treasury upon request.

If the assessor believes that the property for which the exemption is claimed is not eligible for exemption, the assessor may deny the claim for exemption by notifying the taxpayer of the reasons for the denial. A taxpayer may appeal exemption denials to the Board of Review. **(Note, only denials of timely filed affidavits can be appealed to the Board of Review. Failure to timely file the affidavit does not constitute a denial and cannot be appealed to the Board of Review.)**

A person that is found to have fraudulently claimed an exemption for personal property would be guilty of a misdemeanor punishable by imprisonment of 30 days to 6 months and/or a fine of \$500 to \$2,500.

**Taxpayers that are not eligible for this exemption (combined true cash value of \$80,000 and over) are still required to file a Personal Property Statement by February 20, 2014.** Failure to file either a Personal Property Statement or an exemption on the affidavit will result in an estimated assessment.

Additional exemptions for eligible manufacturing personal property are set to begin in 2016, subsequent to approval of a November 2014 ballot issue concerning personal property taxation.

Further information regarding these important personal property changes can be found on the City of Portage website: [www.portagemi.gov](http://www.portagemi.gov) > Departments > City Assessor > Property Tax Forms and Information.

If you have questions feel free to e-mail the Portage City Assessor at [assessor@portagemi.gov](mailto:assessor@portagemi.gov) or by calling (269) 329-4433.