



STATE TAX COMMISSION OF MISSOURI
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Instructions – Aggregate Statement of Taxable Property

RAILROAD COMPANIES

The Missouri State Tax Commission (Commission) is responsible for the valuation and assessment of the distributable commercial real and personal property of Centrally Assessed Railroad and Utility Companies (CARUC), the distributable personal property of Commercial Aircraft Owned by Airlines (CAOBA), and Private Car Companies, and the personal property of Commercial Aircraft Owned by Others (CAOBO) in Missouri.

For these state assessed entities, the Aggregate Statement of Taxable Property and the related schedules are used by the Commission to determine the fair market value of the property as of January 1.

Who Must File:

The president or any authorized officer of these entities that operate within the State of Missouri shall furnish the Commission a statement, duly subscribed and sworn to by the president or authorized officer before a sworn officer authorized to administer oaths.

Reporting Period:

The total amount of property owned, used, leased or under the charge, care or management of the respondent on the first day of January in each year.

When and Where to File:

If any company fails to make these reports as required within the time prescribed and has not received a written extension of time, the State Tax Commission shall increase, by four percent, the assessed value of the distributable property.

For the purposes of carrying out the requirements, pursuant to Chapters 137 or 151, the respondent, on or before the following dates, shall:

Deadlines

April 1: A Schedule 14, Schedule 15, and Schedule 16 for each applicable county must be submitted by each centrally assessed company to the county assessor.

April 1: Filing extension, if requested, must be submitted by the centrally assessed company to the Commission.

April 15: A Schedule 13 for each applicable county must be submitted by each centrally assessed company to the Commission and the county clerk, respectively.

April 15: All other required forms and schedules, excluding Schedule 12, must be submitted by each centrally assessed company to the Commission.

May 1: A Schedule 12 must be submitted by each centrally assessed company to the Commission.

If you need assistance or have questions, please contact the Original Assessment Section at 573-751-2414 or send an e-mail to OriginalAssessment@stc.mo.gov.

Forms and Schedules:

Form 20 – Aggregate Statement of Taxable Property

The Form 20 lists company contact data. **An email address is required.**

Company Information: The company name listed shall be the exact legal name of the taxpayer and the address shall be of the company headquarters. The contact individual, with title, shall be the authorized officer responsible for the filing. An Email Address is required as part of this filing. A Phone Number and Fax Number must also be provided to facilitate communications.

Notifications: Throughout the discovery, valuation, and assessment process the Commission will provide notifications and Certification of Value electronically. In addition, notifications and tax statements will be sent by county officials to the company. If these mailings should be directed to a responsible party other than the authorized officer, e.g., tax department manager or agent, then this specific contact information must be provided in the Notification block, including a required Email Address. A Phone Number and Fax Number must also be provided to facilitate communications.

Billing Information: This section is to be completed, including a required Email Address, only if the billing contact address is different from the contact information listed above. A Phone Number and Fax Number must also be provided to facilitate communications.

Schedule 1: Company Organization-General Information

Schedule 1 lists company specific information.

Schedule 1 Section D must be completed with a notarized signature by an authorized officer.

Schedule 2: Taxation by States

Must be completed by companies that have interstate operations. The “Market Unit Value for Tax Assessment” column should represent the final market value before any allocation for those states that value your property under the “unit rule.” If a value for the current tax year is not available, list the allocation factor, unit market value and tax year of the most recent available information.

Schedule 3RS: Railway Statistics

Provide the corresponding amounts for both Missouri and the system.

Schedule 4 – Mileage of Line and Schedule 13 – County Apportionment

Schedule 4 itemizes the total number of miles of line located in each county and should reconcile with the county-wide entry on Schedule 13 for each county, respectively.

Schedule 13 itemizes the number of miles of line located in each tax jurisdiction in each county. Both Schedule 4 and Schedule 13 can be downloaded in an EXCEL format on the Commission's website, www.stc.mo.gov, by selecting "Certifications", then "Commercial Aircraft and Centrally Assessed Railroad and Utility Companies", and then selecting the link, "2012 Taxing Jurisdictions by County", in the red box.

Any changes or updates noted by the county clerk should be submitted as an amended Schedule 13 by the centrally assessed company to the county clerk and the Commission.

Schedule 5: Leased Equipment

Must be completed by all companies that have the tax liability on property with operating leases, if capitalized, would be included as plant in service.

Schedule 6RR: Real / Personal Allocation

These schedules will determine the percentage of real and personal property that is applied to the distributable property value in Missouri.

Schedule 7: Comparative Balance Sheet

Must be completed if respondent has not filed an audited regulatory report that includes a balance sheet. If respondent is not required to file a regulatory report with an agency, then this schedule must be completed in its entirety.

Schedule 8: Comparative Income Statement

Must be completed if respondent has not filed an audited regulatory report that includes an income statement. If respondent is not required to file a regulatory report with an agency, then this schedule must be completed in its entirety.

Schedule 9: Capital Stock

Must be completed by all companies with capital stock. Complete the Subsidiary Section and/or the Parent/Holding Company Section.

1. Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.
2. Parent/Holding Company – a reporting company that is not a subsidiary of any parent / holding company.
3. Report any stock splits and / or any Capital Stock issues that occurred in the immediately preceding calendar year.
4. Market Price – attach a complete explanation of how the market price was determined, including if any discounting or imputed rate has been used.

Schedule 10: Long Term Debt

Must be completed by all respondents. If the reporting company has zero long term debt, then state No Long Term Debt.

1. Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.
2. Parent/Holding Company – a reporting company that is not a subsidiary of any parent / holding company. Any subsidiary that received economic benefit from specific Bonds of Indebtedness must record those issues here.
3. Market Price – attach a complete explanation of how the market price was determined, including if any discounting or imputed rate has been used.
4. List bond ratings as determined by brokerage house, i.e. Moody’s, Standard & Poor’s, Etc.
5. The Market rate of interest at which the bond was discounted, if not publicly traded.

Schedule 11: Non-Operating Property in Missouri

Must be completed by all companies that have non-operating local property reported on schedule 15. The property reported on this schedule should reflect a property description and/or uniform parcel number, the county location, and market value as reported on the Schedule 15 - Local Assessment which is non-operating. Also, the account number in which this property is classified should be included, when available. An asterisk (*) should appear on Schedule 15 to reference property that appears on this schedule.

The definition of non-operating property is that property which meets either of two criteria:

- a) Any income or expense associated with the property that is not included in net operating income, or
- b) any asset which is not included in either materials and supplies, utility plant in service or other assets included in the unit value arrived at by the State Tax Commission.

Schedule 12: Total of County’s Locally Assessed Property

Must be completed by all respondents that have locally assessed property. This schedule is a recapitulation of the schedule 14’s that have been completed and returned to the company. Schedule 12 must be filed with the State Tax Commission on or before May 1, along with a copy of each county’s completed Schedule 14, 15 and 16. The information for this schedule is obtained from the Schedule 14, totaling all property (operating and non-operating).

1. Personal Property – The items that should be included in this column by county include: Office furniture and fixtures. Automobile, trucks and other vehicles. Other general equipment. Materials and Supplies. Construction work in progress, which may be allocated between personal and real property.
2. Real Property – The items that should be included in this column by county include: Real Property, Microwave towers, Construction work in progress (that portion that is not included in personal property).

3. Total Market Value – The amount in this column should be equal to the total market value for the county.

Schedule 13: County Apportionment

See Instructions for Schedule 4

Schedule 14 – Local Assessments

Schedule 14 lists local assessments in the county. Construction-Work-In-Progress (CWIP) should be itemized as CWIP-Real Property on Line 7 and CWIP-Personal Property on Line 8.

Schedule 15 – Real Estate Information

Schedule 15 lists each locally assessed parcel in the county. The total market and assessed value of the locally assessed real property are summarized on Line 1 of Schedule 14.

Schedule 16 – Motor Vehicle Information

Schedule 16 lists each locally assessed motor vehicle in the county. The total market and assessed value of the locally assessed motor vehicles are summarized on Line 3 of Schedule 14.

Schedule 17 – Distributable Real Property Owned in Fee (This Schedule is submitted to the County, when Required.)

Schedule 17 lists distributable real property of the centrally assessed company. [This is not included in the locally assessed property listed on Schedule 15 and Schedule 14.]

Schedule 19: Previous Year’s Assessment and Taxes

Each railroad company shall complete Schedule 19 listing each county, total assessed value in the county, the total taxes paid (total includes both local and state assessed taxes paid) and the amount of surtax paid in the preceding tax year.