

# Instructions For Reporting State-Assessed Property

## Railcar Maintenance Facilities

LIEN DATE 2017



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CALIFORNIA STATE BOARD OF EQUALIZATION

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## ***Foreword***

The State Board of Equalization (BOE) is required, under the provisions of section [19 of Article XIII](#) of the California Constitution, to annually assess all property, other than franchises, owned or used by car companies.

This publication provides the instructions necessary to complete the Board-required annual property statement.

If you have any questions regarding the property statement forms or reporting instructions, contact the State-Assessed Properties Division at 1-916-274-3270, and request to be transferred to the Railcar Maintenance Facility industry lead person.

All property statement forms and reporting instructions are available on the BOE website at [www.boe.ca.gov/proptaxes/sappcont.htm](http://www.boe.ca.gov/proptaxes/sappcont.htm).

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## ***I. Property Statement***

### **A. General**

A sworn property statement shall be filed annually with the State-Assessed Properties Division, of the BOE by each person, corporation, or other entity owning, claiming, possessing, using, controlling, or managing any state-assessed property.

This statement shall consist of:

1. Declaration of Costs and Other Related Property Information
2. Statement of Land Changes and Land Identification Maps
3. Schedules of Leased Equipment
4. Such other information as is hereinafter directed or as may be from time to time requested by the Board.

Except as noted below, all parts of the property statement shall be filed not later than *March 1st* of each year. When there is nothing to report on a portion of the property statement, the state assessee must submit the appropriate form marked "None." Failure to respond to all parts of the Property Statement may subject the assessee to the penalties of [section 830](#) of the Revenue and Taxation Code.

To meet unusual situations, exceptions to the requirements of these instructions may be granted in writing by the Chief of the State-Assessed Properties Division.

The Board, for good cause, may grant extensions as follows:

1. Up to 30 days for parts of the property statement describing specific operating or non-unitary property. This includes Declaration of Costs and Other Related Property Information, Statements of Land Change and Land Identification Maps, and Schedules of Leased Equipment. It also includes studies and other voluntary information that the assessee believes affects the value of their property.
2. An additional 15-day extension may be granted upon the showing of extraordinary circumstances which prevent filing the statement within the first extension.

Supplemental reporting instructions may be issued to individual companies when additional data is needed or to clarify these instructions concerning specific issues. These supplemental instructions will be mailed at least 20 days prior to the extended reporting deadline.

Portions of the State Constitution, Revenue and Taxation Code, and other codes have pertinent information relating to the instructions contained in this publication. All of the codes and portions of the State Constitution pertaining to property tax laws are contained in a publication of the BOE titled "[Property Taxes Law Guide](#)." To find out more about purchasing the "Property Taxes Law Guide" visit the internet site of the BOE at [www.boe.ca.gov](http://www.boe.ca.gov).

*All information provided in the Property Statement declaration is subject to audit.*

## **B. Declaration of Costs and Other Related Property Information (BOE-517-RF)**

### **1. General**

This property statement must be signed by the owner or partner of the business, a duly appointed fiduciary, or an agent. When signed by an agent or employee other than a member of the bar, a certified public accountant, a public accountant, or a duly appointed fiduciary, the assessee's written authorization of the agent or employee to sign the statement on behalf of the assessee should be on file with the State-Assessed Properties Division. The entry on the line "title" should clearly indicate whether or not written authorization is required to be filed with the Board.

In the case of a corporation the property statement must be signed by an employee or agent whom the board of directors has designated in writing (other than those excepted above), by name or by title, to sign such statements on behalf of the corporation, or by an officer of the corporation. The board of directors may appoint a person or persons to designate such employee or agent. The name of the corporation should be entered on the line provided.

You must sign the property statement in accordance with the requirements listed above. [Title 18, section 172](#) of the California Code of Regulations provides that statements not properly signed have not been properly submitted.

It should be noted that state-ASSESSEES will receive a BOE-517-RF that is designed for the specific type of industry being reported. These forms have alphabetic suffixes designating the industry type.

### **2. Instructions for Schedule B—Plant & Equipment with Fixed Situs in California**

All state-assessed property in California shall be listed in Schedule B—Plant & Equipment with Fixed Situs in California. Schedule B shall accurately describe the property as it exists at 12:01 a.m. on the first day of January.

Undepreciated original cost (100 percent of actual cost) shall be associated with each item listed. These costs should be grouped by location and subtotaled, with a grand total for all items in the county. Include excise, sales and use taxes, freight-in, installation charges, and all other relevant costs. Include finance charges during the period of construction, where applicable, for self-constructed equipment, and construction financing for buildings. Do not include finance charges for purchased equipment or buildings. *Do not include land or motor vehicle costs.*

Improvements and personal property shall be listed on Schedule B as separate items, which shall be grouped by location within each county.

#### **a) Column A—Location.**

(1) Enter the city in which the physical property is located.

#### **b) Column B—County.**

(1) Enter the County Number in which the property is located, that is, if located in Riverside County enter 33.

(2) See Appendix A of instructions for California County Numbers.

#### **c) Column C—Tax Rate Area Code**

(1) Enter the Tax Rate Area Code in which the property is located. (See section F, item 4 of instructions for details on Tax Rate Areas.)

(2) *Do not use the county-wide Tax Rate Area Code.*

- d) Column D—Description.
  - (1) Enter description of item.
- e) Column E—Year.
  - (1) Enter the Year the property was first placed in service.
- f) Column F—Original Cost.
  - (1) Enter the original cost of the property.
  - (2) Report book cost (100 percent of actual cost). Include excise, sales and use taxes, freight-in, installation charges, finance charges during construction, and all other relevant costs required to place the property in service. Do not reduce costs for depreciation (which must be reported separately). Report separately the details of any write-downs of cost, extraordinary damage or obsolescence, or any other information that may help the Board in estimating fair market value.
  - (3) Do not include recurring finance charges for purchased equipment or buildings.
  - (4) Costs should be grouped by location and subtotaled, then grand total all items within the county.
- g) Construction Work in Progress (CWIP) and Material & Supplies.
  - (1) Clearly identify on Schedule B if Property is either CWIP or Material and Supplies.
  - (2) Report Material & Supplies as indicated in the above steps a through f.
  - (3) Report CWIP as indicated in the above steps a through e.
  - (4) Cost of CWIP should be reported as follows:
    - (a) Preliminary Engineering Costs as part of Taxable CWIP.

Preliminary Engineering Costs are those costs incurred prior to the commencement of a construction project such as feasibility studies, architectural drawings, and engineering studies. Preliminary Engineering Costs may also include architectural and Engineering Costs incurred during the construction phase of the project, providing they relate to the overall project rather than to the portion of the project currently being constructed. These costs should be metered in as part of taxable CWIP based on the percentage of completion as of January 1. Ideally, this completion percentage should be based on an engineering estimate. However, if an engineering estimate is not obtainable, a completion percentage based on the incurred costs of construction including overhead to January 1, divided by the estimated total costs for the project will be accepted.
    - (b) Overhead Costs as part of Taxable CWIP.

The reported amount for CWIP should include the proper loading for overhead costs. Overhead Costs are indirect labor, injuries and damages, taxes, general and administrative expenses, and overhead loading such as Allowance for Funds Used During Construction (AFUDC). The reported CWIP for California is considered to be properly loaded with its respective amount of taxable overhead costs when:

- (i) The taxable overhead costs are traceable to the taxable property OR
- (ii) The taxable CWIP is loaded with its proportionate share of overhead costs based on the percentage of the job's incurred taxable costs including the metered in preliminary engineering costs to the total expenditures as of January 1. This percentage is expressed as:

*Taxable costs to date before overhead loading (See Note 1)*

*Divided by*

*Total costs to date before overhead loading*

Note 1. Taxable costs to date before overhead loading = (Taxable costs to date, less nontaxable preliminary engineering and less any other nontaxable such as prepayments for out-of-state equipment).

## **C. Statement of Land Changes**

All land owned or used by state assessees (including gas transmission companies), other than land associated with intercounty pipelines, must be reported to the Board. The term "used by" includes properties leased by your company from a private party or governmental entity. The BOE may delegate assessment responsibility to local assessors when state assessees use only a part of a leased property and the taxes are paid by the local assessee. The owned or used criteria would include all land necessary for the operation of a railcar maintenance facility.

### **1. General**

The [BOE-551](#), *Statement of Land Changes (SLC)*, is a multi-purpose form used to notify the State-Assessed Properties Division of any land purchases, land sales, and change in lease arrangements since the prior January 1st (lien date). The SLC must be filed with the property statement, or upon acquisition or disposal of land.

The SLC must be filled out in its entirety with all relevant data corresponding to the transaction shown in the appropriate spaces on the form. If the form is not completed correctly the preparer should expect a phone call or email from a Board representative for further information.

All new state assessees must provide the following for all real property (land and improvements) owned or used by the assessee:

- a. Completed SLC BOE-551.
- b. One copy of all real property acquisition agreements.
- c. One copy of all real property lease agreements.
- d. Three copies of Land Identification Maps as discussed below. Blueprints of project land may be a suitable alternative. Please contact the State-Assessed Properties Division for assistance.

### **2. Leased Properties**

In the case of a new lease of privately owned land (leased) or publicly owned land (possessory interest), a description of the terms of the lease shall be given, including the amount of the current rental, the term of the lease, and renewal options, if any. Any improvements being leased shall be itemized. A copy of the building plan should be included for newly leased structures.

Whenever there is a renewal of a lease, a new SLC shall be filed with the State-Assessed Properties Division. A brief description of the terms of the renewal shall be given, including the amount of the rental and the new expiration date. The SLC should be clearly marked "Lease Renewal."

If one state assessee (sub lessee) leases property from another state assessee, the sub lessee shall report the leased property on a SLC. The property will not be assessed to the sub lessee.

A ground lease for a portion of a legal parcel (partial lease) for facilities such as cellular telephone sites, microwave sites, repeater sites, substation, etc., shall be reported.

A lease of a portion of office or commercial space within an existing building, roof-top space for communications equipment, or vault space within an existing privately owned communications facility should not be reported. State assessee owned or used equipment at this location should be included in the Property Statement.

### **3. Partial Interests**

The following variations are applicable to particular kinds of partial interests in land:

- a. In listing an undivided interest in a parcel, the total area of the parcel shall be shown together with the nature and extent of the assessee's interest, and the names of the other owners
- b. In listing a special interest in a parcel, such as oil rights only, or a full interest except for oil rights, the nature and extent of the interest shall be shown.
- c. In listing water rights, descriptions shall include the name of the granting agency, the tax situs, the quantity of water use allowed by the water right, the use to which the water will be put, and any other information deemed necessary. The Land Identification Map and parcel number shall be shown if the situs is at a parcel.
- d. In listing miscellaneous rights in land not covered above, the rights shall be fully described.

### **4. Land Identification Maps**

Land Identification Maps shall be reported in triplicate for new parcels being reported for the first time this year. Each map shall clearly show the following:

- Parcel dimensions.
- Arrow pointing to the north direction.
- Official recognized reference points such as: section, township and range lines, street or road names, or assessor's parcel number.
- Scale of map (for example, 1 inch=100 feet). This will allow staff to verify the size of the parcel.

Each parcel on a map shall be assigned a map and parcel number by the assessee as outlined below. The SBE parcel number shall be unique and used only once in a county. The following is an example of the four-part numbering system required by the BOE:

- 1100-34-06 Parcel 01.
- 1100 represents the unique assessee number assigned to your company by the State-Assessed Properties Division.

- 34 represents the county number for Sacramento County. There are 58 counties in California with a unique county number assigned by the State-Assessed Properties Division. Please refer to [Appendix A, Listing of California Counties](#) to determine the correct county number.
- 06 represents the map number assigned by you.
- 01 represents the parcel number assigned by you.

For state assessees reporting for the first time, please use the following numbering sequence:

The first parcel should be as follows: 1100-34-01 Parcel 01

The second parcel should be as follows: 1100-34-02 Parcel 01

*NOTE:* If a parcel is located in two or more Tax Rate Areas, the parcel must be split into two or more parcels. (Refer to the Tax Rate Area at the end of this publication for additional information.)

*Please contact the State-Assessed Properties Division at 1-916-274-3270 if you require assistance.*

## **D. Schedule of Intangible Information**

The [BOE 529-I, Schedule of Intangible Information](#), shall be used to declare intangibles. If you are declaring intangibles, they should be itemized and include a corresponding value. The basis of each value should also be described on the form.

If you declare no intangibles, check the box titled *No Reportable Intangibles*, or mark the “N/A” box on the front of the [BOE-517-RF](#) indicating nothing to be reported.

## **E. Schedule of Leased Equipment**

Personal property or equipment in the possession of the assessee which is rented or leased is to be reported on [BOE-600-A](#), or, in duplicate, [BOE-600-B](#). All equipment which the state assessee (lessee) is obligated by the terms of the lease to report for ad valorem tax purposes shall be listed on BOE-600-A. Equipment for which there is not a written understanding between the state assessee and the lessor as to which one is to report the property for assessment shall also be included on BOE-600-A. Property leased from an entity described in Revenue and Taxation Code section 235 (financial corporation) must be reported on BOE-600-A notwithstanding the terms of the lease with respect to payment of the property taxes. *All equipment listed on BOE-600-A is also to be included on the Schedule B.*

All equipment which, either by the terms of the lease or by a written understanding between the state assessee and the lessor, except as noted above, the lessor is to report to the local assessor for assessment to the lessor shall be included on BOE-600-B and shall NOT be included on Schedule B. BOE-600-A or B for reporting leased personal property or equipment may be obtained from the State-Assessed Properties Division.

Additional instructions are printed on the reverse side of each form.

## **F. Other Information**

### **1. Foreign Improvement Lists**

Each state assessee shall annually file a statement attesting to the separate ownership of improvements located on land owned by the assessee, with the assessor of each county where such property is located, and shall furnish a copy of the statement to the State-Assessed Properties Division.

## 2. Book Cost

The book cost of an asset should include all the capitalized costs of placing an asset into service. These costs include but are not limited to:

- a. Purchase price.
- b. Sales and use taxes.
- c. Transportation charges.
- d. Installation charges.
- e. Construction period finance charges.
- f. Construction period opportunity costs.

If the book cost being reported does not include these capitalized costs or other capitalized costs that were incurred in order to place assets into service, report such costs on a separate schedule.

If any of the costs referred to above are being expensed, report such costs on a separate schedule.

Self-constructed equipment and buildings:

The book cost of self-constructed equipment and buildings should include all the costs referred to above. The book cost should be the cost that an unrelated party, bearing the full economic burden, would charge to place an asset into service on a turnkey basis. If any of these costs were not incurred as a cash expenditure, impute an economic (prevailing rate at the time of construction) dollar amount and report such amounts on a separate schedule.

## 3. Exempt Software

Pursuant to Revenue and Taxation Code [section 995](#), storage media for computer programs, such as hard drives, shall be valued for property tax purposes as if there were no computer programs on such media other than basic operational programs. In other words, computer programs other than basic operational programs are not subject to property tax. Revenue and Taxation Code [section 995.2](#) defines the term “basic operational program.” All software programs not considered “basic operational programs” may be referred to as “exempt software programs” or “nontaxable programs.” It is the assessee’s responsibility to identify and remove all exempt software program costs from taxable accounts and report these costs separately to the BOE on the Schedule B and Summary Control portions of the Property Statement.

All reported costs of exempt software programs are subject to audit. In support of an assessee’s claimed software exemption, [Property Tax Rule 152 \(f\)](#) states, “A person claiming that a single-price sale or lease includes charges for nontaxable programs and services should be required to identify the nontaxable property and services and supply sale prices, costs or other information that will enable the assessor to make an informed judgment concerning the proper value to be ascribed to taxable and nontaxable components of the contract.” *Other information* can include, but is not limited to, a detailed study from the manufacturer of the equipment. [Property Tax Rule 152 \(e\)](#) also states, in part, “the assessor, lacking evidence to the contrary, may regard the total amount charged as indicative of the value of taxable tangible property.”

#### 4. Tax Rate Areas

Each county in California is divided into taxing districts, or a combination of taxing districts called Tax Rate Areas. Each Tax Rate Area within a county is assigned a unique Tax Rate Area number in that county. The Tax Area Services Section (TASS) of the State-Assessed Properties Division defines the boundaries of all Tax Rate Areas and assigns the Tax Rate Area numbers. The purpose of Tax Rate Areas is to determine the property tax amount by applying a specific tax rate, corresponding to the Tax Rate Area where the property is located, to the assessed value of that property.

Tax Rate Area maps are available for use by the taxpayer at the BOE headquarters office in Sacramento, or a taxpayer may inspect the maps at the local assessor's offices. Copies of these maps may be purchased from TASS.

Information regarding the Tax Rate Area number for a specific location can be obtained from TASS. A subscription service is available for a fee. Any questions or requests should be directed to TASS by contacting Tax Area Services Section, PO Box 942879, Sacramento, California 94279-0059, or by telephone at 1-916-274-3250.

## II. Appendices

### Appendix A. List of California Counties

COUNTY NUMBER	COUNTY NAME	COUNTY NUMBER	COUNTY NAME
1	ALAMEDA	30	ORANGE
2	ALPINE	31	PLACER
3	AMADOR	32	PLUMAS
4	BUTTE	33	RIVERSIDE
5	CALAVERAS	34	SACRAMENTO
6	COLUSA	35	SAN BENITO
7	CONTRA COSTA	36	SAN BERNARDINO
8	DEL NORTE	37	SAN DIEGO
9	EL DORADO	38	SAN FRANCISCO
10	FRESNO	39	SAN JOAQUIN
11	GLENN	40	SAN LUIS OBISPO
12	HUMBOLDT	41	SAN MATEO
13	IMPERIAL	42	SANTA BARBARA
14	INYO	43	SANTA CLARA
15	KERN	44	SANTA CRUZ
16	KINGS	45	SHASTA
17	LAKE	46	SIERRA
18	LASSEN	47	SISKIYOU
19	LOS ANGELES	48	SOLANO
20	MADERA	49	SONOMA
21	MARIN	50	STANISLAUS
22	MARIPOSA	51	SUTTER
23	MENDOCINO	52	TEHAMA
24	MERCED	53	TRINITY
25	MODOC	54	TULARE
26	MONO	55	TUOLUMNE
27	MONTEREY	56	VENTURA
28	NAPA	57	YOLO
29	NEVADA	58	YUBA

## **Appendix B. List of Available Publications**

<b>Prefix</b>	<b>Description</b>
67EG	<i>Electric Generation Companies</i>
67GE	<i>Gas, Electric and Gas Transmission Companies</i>
67LE	<i>Telephone Companies—Local Exchange Carriers</i>
67PL	<i>Intercounty Pipelines and Watercourses</i>
67RF	<i>Railcar Maintenance Facilities</i>
67RR	<i>Railroad Companies</i>
67TC	<i>Telecommunication Carriers</i>
67TR	<i>Telecommunication Resellers</i>
67WT	<i>Wireless Telephone and Radio Common Carriers</i>

Copies of the above listed publications may be obtained by writing to:

State Board of Equalization  
State-Assessed Properties Division, MIC:61  
PO Box 942879  
Sacramento CA 94279-0061

Or by logging onto the BOE website at [www.boe.ca.gov](http://www.boe.ca.gov).