

**Instructions and example for Schedule R**

If you choose to place equipment that has been previously listed on your Signed Statement in Class 1, Class 3 or Class 12 and it meets the other requirements, in the Expensed Class, you will need to follow the instructions on this schedule.

Sample Signed Statement:

Property Code	Item Description	Year Acquired	Cost or Purchase Price	QNTY	Percent Good	Taxable Value
1	Software	2005	600	1	11%	66
3	Cash Register	1991	489	1	21%	103
3	Phone System	1991	1200	1	21%	252
3	Radio*	1992	1179	1	21%	248
3	Calculator	1992	500	1	21%	105
5	Office Furniture*	2000	1500	1	26%	390
5	Tables*	2006	500	1	87%	435
8	Lawnmower*	2000	750	1	43%	323
8	Equipment*	2006	1000	1	91%	910
12	Computer/Monitor	2004	650	1	9%	59
12	Printer Combo Machine	2004	750	1	9%	68
12	Laptop	2005	600	1	21%	126

\*These items are not eligible to be re-classed

1) List items that you have elected to move from their original class to the Expensed Class on **Section 1** of Schedule R

Section 1 - Schedule R

Property Code	Item Description	Year Acquired	Cost or Purchase Price	Taxable Value on Signed Statement
3	Cash Register	1991	489	-103
3	Calculators	1992	500	-105
12	Computer / Monitor +	2004	650	-59
12	Printer Combo Machine +	2004	750	-68
12	Laptop Computer	2005	600	-126

Total Taxable Value of all items to be re-classed -461

2) Now, in **Section 2** on Schedule R, add the total cost of equipment, per year, and using the chart below, determine the new taxable value

Section 2 - Schedule R

Year	Total Cost	Percent Good	New Taxable Value
1991	489	0%	0
1992	500	0%	0
2004	1400+	1100%	154
2005	600	1700%	102

Total Taxable Value of items to be reclassified 256

+ this amount is the cost of the computer / monitor combined with the printer combo machine

Acquisition Year	% Good
2008	69%
2007	52%
2006	30%
2005	17%
2004	11%
2003 and prior	0%

Taxable Value of Section 1 -461 MINUS Taxable Value of Section 2 256 EQUALS -205

3) Enter this amount on Line 3 on the Signed Statement of Personal Property.  
\*\*\*\*\*remember your (-) sign if values are less

**\*\*SCHEDULE R IS ON THE BACK SIDE OF THIS SHEET**