



Class One Railroad General Instructions Oregon Property Tax Report

When to file

File on or before **March 16, 2009**.

Where to file

Mail all schedules, reports, forms, and attachments to:

Valuation Section
Property Tax Division
Oregon Department of Revenue
PO Box 14600
Salem OR 97309-5075

Extension of time for filing statement

The department is allowed by law [Oregon Revised Statute (ORS) 308.535] to extend the time for filing this statement for good cause. To receive an extension, send us a written request explaining your need for the extension. The extension request must be filed before the due date of your annual statement.

If a company fails to make a statement or furnish the required information, the law also allows the department to “inform itself as best it may as to the matters necessary to be known in order to discharge its duties with respect to the property of the company.”

Penalties for failure to file or false or fraudulent statement

Your statement is considered delinquent if it is not filed by March 16 or by the extended date allowed by the department. The penalty for a delinquent statement is \$10 for each \$1,000 (or fraction thereof) of assessed value placed on the assessment roll of the department (ORS 308.030).

Willfully providing a false or fraudulent statement is perjury [ORS 308.990(4)] and “upon conviction, shall be punished as otherwise provided by law for such crime.”

Additional information you must file

In addition to the schedules provided, **all companies** must file a copy of:

- The company’s **complete** Annual Report filed with the Oregon Public Utility Commission and/or a federal regulatory body (if the company filed this annual report).
- The company’s 10-K (and parent company’s 10-K, if applicable) filed with the Securities and Exchange Commission.
- The annual report to stockholders (and parent company’s annual report, if applicable), if not included in the 10-K.
- **For railroads**, a copy of each track mileage summary by tax code as of January 1 (ORS 308.645).
- **For all companies**, the cover letter sent with this packet may also request information in addition to the data required on the standard schedule forms. Read the letter carefully. The additional data requested is an *integral part of your total reporting requirement*. You must provide us with this additional information [ORS 308.525(16)].

How to complete these Oregon schedules

1. Complete all schedules in this packet.
2. If you need more space than what’s available on a schedule, attach additional sheets. You may attach additional schedules which use other formats, as long as you provide all information that we’ve requested.
3. If a schedule doesn’t apply to you, leave it blank. Then attach a statement telling us why you don’t need to complete the schedule.
4. Type or print your information on these schedules. If you print, please use ink.

5. Put brackets (< >) around negative (“deficit”) amounts.
6. Keep a copy for your files.

Important reminders

- **Calendar Year Basis.** The Oregon report is for a full calendar year.
- **“The Year”** means the year covered by the report.
- **“The Close of the Year”** means the close of business on December 31.
- **“The Beginning of the Year”** means the beginning of business on January 1.

Oregon law

Oregon law (ORS 308.515) requires the department to make an annual assessment of designated utilities and companies. ORS 308.515(1) charges the department to assess the following property having situs in this state:

“Except as provided in subsection (3) of this section, any property used or held for its own future use by any company in performing or maintaining any of the following businesses or services or in selling any of the following commodities, whether in domestic or interstate commerce or both, and whether mutually, or for hire, sale or consumption by other persons: Railroad transportation; railroad switching and terminal; electric rail and trackless trolley transportation; private railcar transportation; air transportation; water transportation upon inland waters of the State of Oregon; air or railway express; communication; heating; gas; electricity; pipeline; toll bridge.”

ORS 308.525 specifies what facts the companies should supply to the department. ORS 308.525(14) also allows the department to gather “any other facts or information the department requires in the form of return prescribed by it.”

Substitute forms acceptable

The Department of Revenue will accept photocopies and replicas of this packet. If you need an additional packet, please call 503-945-8283, or download forms from our website, www.oregon.gov/DOR.

Electronic filing

Companies with complex tables, especially those with a large asset inventory or those with property located in many tax code areas throughout the state, are encouraged to submit data in an electronic format to save time and reduce errors.

Electronic schedules may be filed in place of hard-copy schedules. If you choose to file electronically, please sign the authorization for exchange of confidential information at the bottom of page 1 of your annual statement.

You may report your schedules in an electronic format that is compatible with Microsoft Office in Windows format (i.e., Excel spreadsheets, Access data, and Word documents).

Important: Please format your electronic data according to the format of the paper schedule or table and include all the information fields located in the annual statement schedules. Label the schedule so the department can readily identify which schedule you are submitting electronically. If you have questions regarding acceptable formats, please contact the assigned appraiser using the telephone number located on the attached cover letter.

Electronic forms in Microsoft Excel format are now located on our agency website at: www.oregon.gov/DOR/PTD/utilityform.shtml.

The data may be sent via 3.5" diskette or CD-ROM along with the form or may be attached via an e-mail message to the address below the appraiser’s name provided on the cover letter. *If you submit the data using e-mail, there is a possibility that it may not remain secure in transit.* The Department of Revenue maintains that all information, on receipt, is confidential and shall not be released to third parties. During the course of transit, information may be considered insecure and may be intercepted by third parties.



Annual Statement for Class One Railroad

Must be postmarked by March 16, 2009

Declaration of property cost, operations and other related information as of
January 1, 2009

Department of Revenue use only	
Postmarked date	Date received
Extension date	

Business name		Business e-mail address or website address	
Street address			Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	ZIP code	

Statement required

Oregon law (ORS 308.520) requires that each company assessed by the Department of Revenue file an annual statement with the department on or before March 16. **Failure to file a complete statement** will subject the company to a late filing penalty (ORS 308.030). **This statement is subject to audit.**

Contact person for annual statement			
Name			Telephone number
Mailing address			Fax number
City	State	ZIP code	E-mail address

Contact person and mailing address for tax statements			
Name			Telephone number
Mailing address			E-mail address
City	State	ZIP code	

Taxpayer declaration

I declare under penalties of false swearing [ORS 305.990(4)] that this statement, including attached schedules, has been examined by me and to the best of my knowledge and belief, is true, correct, and complete.

Full legal name (if incorporated)

Owner is (indicate where individual, partnership, corporation, etc.)

Signature of owner, officer, or authorized agent X	Date
--	------

Typed or printed name of officer or agent signing above	Title
---	-------

Name of preparer (if other than taxpayer)	Telephone number
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I authorize the exchange of confidential information for this return, via e-mail to the e-mail address above.
Signature and title of owner, officer, or authorized agent _____ Title _____

Mail completed statement and schedules to:

Valuation Section
Property Tax Division
Oregon Department of Revenue
PO Box 14600
Salem OR 97309-5075

Be sure to read the instructions on the previous sheet

Schedule A—General Information

Instructions

1. Give the exact name by which the company was known in law at the close of the year.
2. If any change was made in the name of the company during the year, state all such changes and the dates on which they were made.
3. Give the location, including street and number, of the main business office of the company at the close of the year.
4. Give the names and office addresses of the general officers of the company at the close of the year. If there are receivers who are recognized as in the controlling management of the company, give their names, titles, and office locations.
5. Give the name and post office address of the chief officer or managing agent or attorney in fact in Oregon.
6. This information is being requested per ORS 308.525.

Name of company		Business identification number (BIN)		
Previous name of company during the year		Effective dates of previous name		
		Thru		
State or country where company is organized	Nature of business	State	ZIP code	Area code and telephone number ()
Address of principal office (street and number)	City	State	ZIP code	Area code and telephone number ()

Title of general officer:	Name of officer:	Post office address:
President		
Secretary		
Auditor		
Treasurer		
Superintendent		
General manager		

Name of the chief officer, or managing agent, or attorney in fact in Oregon				
Address (street and number)	City	State	ZIP code	Area code and telephone number ()

Indicate the nature of your operations by checking one or more of the following boxes:

Airlines:

- Scheduled passenger operations
- Other passenger operations
- Freight operations
- Express operations
- Other: _____

Pipelines:

- Gas
- Oil

Water transportation:

- Large company
- Small company

Railroads:

- Class I
- Shortline
- Private car

Communications:

- | | |
|--|-------|
| <input type="checkbox"/> Mobile radio | _____ |
| <input type="checkbox"/> Wireless | _____ |
| <input type="checkbox"/> Tower aggregators | _____ |
| <input type="checkbox"/> Local exchange | _____ |
| <input type="checkbox"/> Wire and cable | _____ |
| <input type="checkbox"/> CLEC | _____ |
| <input type="checkbox"/> Cable telephone | _____ |
| <input type="checkbox"/> Data transmission | _____ |
| <input type="checkbox"/> ISP/IAP | _____ |
| <input type="checkbox"/> Cable television | _____ |
| <input type="checkbox"/> Satellite | _____ |

% of business

Electric generation:

- Generation transmission co-op
- Electric co-op
- Investor owned
- Wind generation
- PUD

Market value of outstanding securities

Description of capital stock	Number of shares outstanding	Market value	
		Average price per share*	Total
Common		\$	\$
Preferred			
Totals			

Funded debt and other obligations. Descriptions of each issue or series by name as designated in records of the company	Time		Par value of outstanding debt	Market value	
	Date of issue	Date of maturity		Avg. per \$100 of par value**	Total
			\$	\$	\$
Totals					

*Enter as the average price per share of traded capital stock the average of monthly high and low quotations for the past calendar year adjusted for any stock splits and (or) stock dividends.

**Enter as the average per \$100 par value of each traded bond issue or other obligation the average of its monthly high and low quotations for the past calendar year. For any security in which there was insufficient trading to establish an average market price, enter an estimate and list your source of information.

Allocation factors—system and Oregon

	Prior year
System factors	
Miles of owned road (main and branch line first main track) operated—December 31	
Miles of all owned track operated—December 31	
Car and locomotive unit–miles	
Revenue traffic units*	
Railway operating revenues	
Road and equipment property**	
Oregon factors	
Miles of owned road (main and branch line first main track) operated—December 31	
Miles of all owned track operated—December 31	
Car and locomotive unit–miles	
Revenue traffic units*	
Railway operating revenues	
Road and equipment property**	
Oregon percentages	
Miles of owned road (main and branch line first main track) operated—December 31	
Miles of all owned track operated—December 31	
Car and locomotive unit–miles	
Revenue traffic units*	
Railway operating revenues	
Road and equipment property**	

* Revenue traffic units is the total of revenue freight ton-miles and revenue passenger-miles.

** Road and equipment property is the grand total for system and Oregon as shown at line 42, page 5 of this report.

Road and equipment property

(Account 731 and 732)		System	Oregon
Line no.	Primary account	Balance at close of year**	Balance at close of year
		\$	\$
1	(2) Land for transportation purposes		
2	(3) Grading		
3	(4) Other right-of-way expenditures		
4	(5) Tunnels and subways		
5	(6) Bridges, trestles, and culverts		
6	(7) Elevated structures		
7	(8) Ties		
8	(9) Rail and other track material		
9	(11) Ballast		
10	(13) Fences, snow sheds, and signs		
11	(16) Station and office buildings		
12	(17) Roadway buildings		
13	(18) Water stations		
14	(19) Fuel stations		
15	(20) Shops and engine houses		
16	(22) Storage warehouses		
17	(23) Wharves and docks		
18	(24) Coal and ore wharves		
19	(25) TOFC/COFC terminals		
20	(26) Communication systems		
21	(27) Signals and interlockers		
22	(29) Power plants		
23	(31) Power-transmission systems		
24	(35) Miscellaneous structures		
25	(37) Roadway machines		
26	(39) Public improvements— Construction		
27	(44) Shop machinery		
28	(45) Power-plant machinery		
29	Other (specify and explain)		
30	Total expenditures for road		
31	(52) Locomotives*		
32	(53) Freight-train cars*		
33	(54) Passenger-train cars*		
34	(55) Highway revenue equipment		
35	(56) Floating equipment		
36	(57) Work equipment		
37	(58) Miscellaneous equipment		
38	Total expenditures for equipment		
39	(76) Interest during constructions		
40	Total		
41	(90) Construction work in progress		
42	Grand total		

* Allocate system equipment investment to Oregon using current year traffic statistics as follows:

- (a) Locomotives—Apply the ratio of Oregon to System locomotive unit-miles.
- (b) Freight train cars—Apply the ratio of Oregon to System freight car miles.
- (c) Passenger train cars—Apply the ratio of Oregon to System passenger car miles.
- (d) All other equipment—Apply the ratio of Oregon to System revenue car miles.

** System amounts should agree with amounts shown in column "h" Account 1 through 77 and Account 90 in Schedule 330 of the respondent's PUC report for the current year.

Isolated rail transportation properties*

Identify your Company's rail properties located in Oregon tax codes or districts where the company has no right of way or station grounds as follows:

Facility	Oregon location	Tax code	Cost	Cost less depreciation and amortization	This space reserved for department's use only

Rail freight equipment leased to others*

Lessee	Series	Mechanical design	No. of units	Year built	Cost**	Cost less depreciation and amortization	Annual rental payments***
Totals							

Rail freight equipment leased from other*

Owner	Series	Mechanical design	No. of units	Year built	Cost**	Cost less depreciation and amortization	Annual rental payments***
Totals							

* If you need more room, attach additional sheets. Please follow the format above.
 ** If cost data for any leased locomotive or freight car is other than original cost new, please identify as "rebuilt cost, acquisition cost used, etc.," according to the facts in each case. Also, please be sure to exclude any equipment destroyed or permanently returned to owners prior to December 31.
 *** It is essential that terms of each lease are reported, i.e., date of lease, lease period, and the annual payment. Also, attach a complete copy of any equipment leased that was initiated or renegotiated during the preceding year.

**Mileage of main and branch lines in Oregon
arranged alphabetically and segregated by counties
(include trackage rights, equipment, etc.)**

Main or branch lines*	Total mileage each line	County**	Miles in each county

* Main lines first, listing main track miles by county, then yard and side track miles by county, followed by branches listed in the same manner and arranged alphabetically.

** Counties to be arranged alphabetically.

Attach additional sheets if necessary.

**Gross ton—Miles and mileage of main and branch lines in Oregon
arranged alphabetically and segregated by counties
(include trackage rights, equipment, etc.)**

Main or branch lines*	Gross ton— miles***	Total mileage each line	County**	Miles in each county

* Main lines first, listing main track miles by county, then yard and side track miles by county, followed by branches listed in the same manner and arranged alphabetically.

** Counties to be arranged alphabetically.

*** Enter corresponding gross ton—Miles for each main track entry.

Attach additional sheets if necessary.

**Comparative statement by states of operating data
for year ending December 31**

	System	Oregon	State of	State of	State of	State of
(1)	Total miles road operated end of year					
(2)	Average miles of road operated during year					
(3)	Total mileage of all tracks operated end of year					
(4)	Percent item 3 in each state					
(5)	Freight train miles					
(6)	Passenger train miles					
(7)	All other train miles					
(8)	Total transportation miles					
(9)	Percent item 8 in each state					
(11)	Car miles					
(12)	Total locomotive unit—miles plus car miles					
(13)	Percent item 12 in each state					
(14)	Freight service—tons revenue freight					
(15)	Freight service—tons nonrevenue freight					
(16)	Freight service—tons miles revenue freight					
(17)	Freight service—tons miles nonrevenue freight					
(18)	Passenger service—passengers carried—revenue					
(19)	Passenger service—passengers miles—revenue					
(20)	Revenue traffic units—item 16 plus item 19					
(21)	Percent item 20 in each state					
(22)	Freight revenue					
(23)	Passenger revenue					
(24)	Passenger service train revenue					
(25)	Operating revenue					
(26)	Percent item 25 in each state					
(27)	Operating revenue per mile of road operated					
	Carload revenue freight statistics:					
(28)	Tons originated on line					
(29)	Tons terminated on line					
(30)	Tons delivered to connecting carriers					
(31)	Tons received from connecting carriers					
(32)	Net revenue from railway operations					
(33)	Net revenue from railway operations per mile of road oper.					
(34)	Percent item 32 in each state					
(35)	State taxes accrued					
(36)	Federal taxes accrued					
(37)	Total taxes accrued					
(38)	Percent item 37 in each state					

Attach additional sheets if necessary.

**Railroad operating data by states
for year ending December 31**

	System	Oregon	State of	State of	State of
(1) Number of car-days* generated by all railroad cars on company's lines excluding cars of private car companies					
(2) Percent item 1 in each state					
(3) Average number system cars owned per month					
(4) Average number system and foreign cars on-line per month					
(5) Total car-miles (foreign and company)					
(6) Total Oregon car-miles (foreign and company)					
(7) Total car-days (foreign and company)					

* A car-day is a 24-hour measure of the presence of each railroad freight car on your system lines and on your lines within each state.

Fixed load vehicles

Enter cost data for your company's fixed load vehicles* located in Oregon as follows:

Cost	Cost less depreciation	This space reserved for department's use only

* Fixed load vehicles means with or without motive power, that are neither designed nor used primarily for the transportation of persons or property over public highways or streets [ORS 481.272(2)]. Examples of fixed load vehicles such as air compressors, crawler cranes, power units and plants, diggers, and ditchers, etc., are identified in ORS 481.272(3).

Miscellaneous Oregon statistics

Income account 510	Year ending December 31
	\$

Attach additional sheets if necessary.

**Cost of computer software located in Oregon
for year ending December 31**

	Capitalized software		Expensed software
	Historic cost	Accrued depreciation	
Canned computer software acquired in the:			Acquisition cost
First year preceding the assessment year			
Second year preceding the assessment year			
Third year and older preceding the assessment year			
Totals			

	Capitalized software		Expensed software
	Historic cost	Accrued depreciation	
Custom computer software acquired in the:			Acquisition cost
First year preceding the assessment year			
Second year preceding the assessment year			
Third year and older preceding the assessment year			
Totals			



Rented, Leased, or Chartered Property* Located in Oregon for Year Ending December 31

ORS 308.517(3)

Land or buildings that meet **all** of the following conditions shall be assessed in accordance with law by the assessor of the county in which such property is situated:

- (A) Situated outside of railroad rights-of-way or outside of railroad station ground reservations; and
- (B) Leased or rented by a lessor whose property is not subject to ORS 308.505 to 308.665 (Department of Revenue assessment); and
- (C) Used as or in connection with airport facilities, general offices, business offices, warehouses, service centers, relay stations, garages, central exchanges, moorage grounds, well pump houses, or substation sites.

(Emphasis and parenthetical items added.)

Item	General description of property	Map and tax lot number or legal description of land if applicable**	Location of property	Use of property	Name of owner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

⁽¹⁾ This schedule shall include all properties, real and personal, that are not owned but are leased, rented, chartered or otherwise held for or used in performing a business, service or sale of a commodity enumerated in ORS 308.515. The schedule shall not include items of property that are subject to local assessment in accordance with ORS 308.517(3).

⁽²⁾ Railroads shall not include property or trackage that is reported under joint facility or trackage rights nor shall they report property or tracks that are reflected in their basic mileage statements.

⁽³⁾ Water transportation companies may omit watercraft if they are otherwise reported on pages 932-933.

**Deed record, department order or PCM may be referenced in lieu of total description.