

How to file Personal Property using an EXCEL Spreadsheet

1. Please attach a signed copy of the [Signed Statement of Personal Property](#) for current year. You can find a blank copy of the signed statement on our web site.
2. Please format your EXCEL spreadsheet with the following information:
 - Account Number
 - Description
 - Original Cost
 - Property Class Code
 - Quantity
 - Year Acquired

You may add additional information to spreadsheet if you feel it would be beneficial to your return.

Name	Personal Property Import Definition	Select File Layout	Excel		
# Header Records to Skip	1	Select Delimited By	<comma>		
	In File	Field Number	Start	Length	Default Value
AccountNumber	<input checked="" type="checkbox"/>	1			
Description	<input checked="" type="checkbox"/>	2			
OriginalCost	<input checked="" type="checkbox"/>	3			
PropertyCode	<input checked="" type="checkbox"/>	4			
Quantity	<input checked="" type="checkbox"/>	5			
YearAcquired	<input checked="" type="checkbox"/>	6			

3. If you have equipment located in more than one location, please add address of each piece of equipment.
4. Email BOTH your Excel spreadsheet and Signed Statement to: cgilley@tooeleco.org
5. Your email MUST include all contact information for the individual who is submitting the information on the company's behalf.
6. If you do not receive a conformation email within 7 business days, please contact our office to verify email has been received. (conformation is not sent automatically; it is sent once personal property specialist has processed email and uploaded information to our system.)

If you have any questions, please contact: Carrie Gilley
Personal Property Specialist
435-843-3105 -direct
435-843-3103 -main line
cgilley@tooeleco.org