



The following section will detail how to create an eNoticesOnline account to start filing your tax returns online!

## LET'S GET ONLINE!





## To start you need to be aware that there are two websites involved with filing...

- The first site is OUR website. It is the educational component to filing and offers tutorials, presentations, FAQ's, and other great resources to guide business owners along the way! If you are reading this, you have already found it!
- I urge all business owners to review the materials on our site prior to filing each year; even if you have done so in the past things may have changed; the materials are updated annually and reflect changes in office policies, statutes and filing. Our website is information rich, but you will NOT file on our website.
- The second website belongs to our third-party partner eNoticesOnline. This is where you will file your tax return.
- [www.enoticesonline.com](http://www.enoticesonline.com)

# WAYS TO FILE...

- **First time filer ONLY- you have never filed a return with our office**

- Download a digital copy of the return from our website (Forms & Manuals)
  - Fill out the tax return & digitally sign or print, sign and scan back to your computer.
- Download the Excel addendum from our website (Forms & Manuals)
  - List all your business tangible assets in the Excel spreadsheet.
    - If unable to use Excel, please find an acceptable way to detail your assets. You must include all required information from the tax return.

Email **both** the return and the spreadsheet to: [personal.property@bentoncountyor.gov](mailto:personal.property@bentoncountyor.gov)

If you do not receive a response, we did not receive your return!

At the end of the year, we will upload your account information to eNoticesOnline so you too may file online next year! There is NOTHING for you to do on eNoticesOnline yet

**Already filed on eNoticesOnline in previous year? Go to [www.enoticesonline.com](http://www.enoticesonline.com) and sign into your account to start your return.**

- **ALL Existing accounts not yet on eNoticesOnline**

- Go to: [www.enoticesonline.com](http://www.enoticesonline.com) to file online!
- Instructions on how to create an account and filing online following this slide.

Click below to progress to your next slide

I am filing on paper

I am filing online again

I am filing online for the first time!



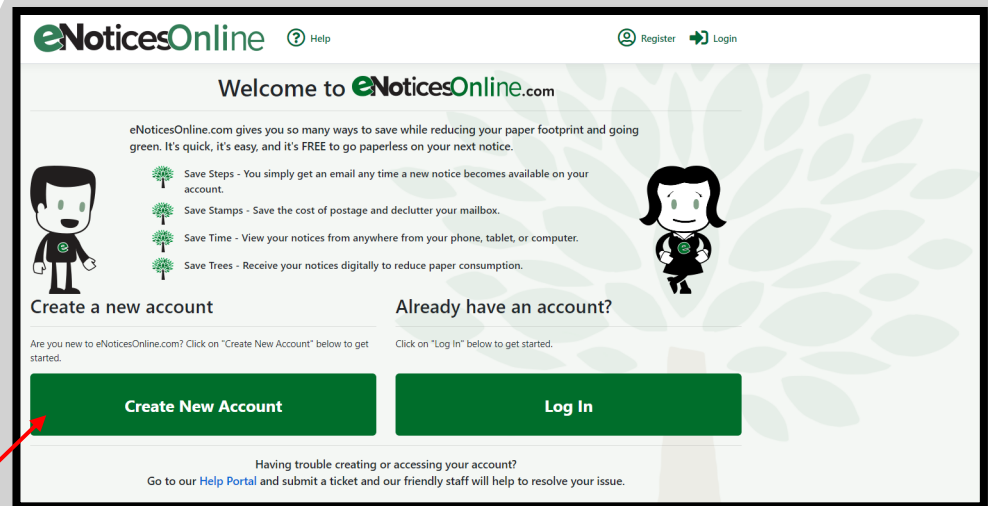
## What you will need to file online...

- Internet access and a valid email address
- Last tax statement OR, letter mailed to you in January
  - You are looking for the [AUTHORIZATION CODE](#)
- Time. The registration process is generally quick; however, you want to ensure that you give yourself ample time in case there is an issue that occurs during the registration process.
  - If a problem occurs during the registration process, you may reach out to eNoticesOnline for assistance.
  - When you are ready to start your return, make sure you are giving yourself enough time to become familiar with the new process and file.
  - You will be working your return online in one session, so be prepared with all the documents you may need to file!
- In any circumstances, you are responsible to get your return to us timely.



# Business Owners New to eNoticesOnline

- Go to:  
<https://enoticesonline.com>
- Click the large, green Create New Account button.



Fill in the information requested and keep your password in a safe spot. We will not be able to recover that information for you. Should you misplace it, you would need to reach out to eNoticesOnline directly.

- After reading the Terms of Service, agree to the terms of service by checking the box.
- Enter your eNoticesOnline AUTHORIZATION CODE exactly as it appears on your October statement or in the letter you may have received in January. It will begin with BEN-
- If you have more than one account, use the + button under the Authorization Code field and add all other authorization codes.
- Click in the empty box to prove you are not a robot.
- Click the green Register button.

Register  
Create a new account

Full Name  
[input field]

Email  
[input field]

Confirm Email  
[input field]

Password  
[input field]

Passwords must be between 8-100 characters and contain at least 1 uppercase letter, 1 lowercase letter, 1 number or symbol, and must contain at least 6 different characters.

Confirm password  
[input field]

I have read and accept the [Site Terms Of Service](#)

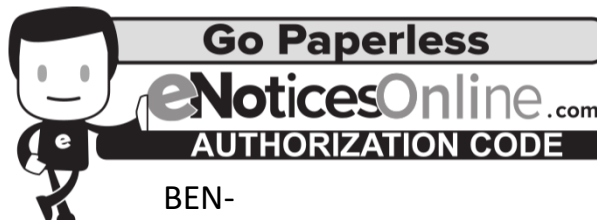
Authorization Code(s)  
XXXX-XXXXXXXX [Remove]

+ Add an Additional Authorization Code

Looking for your Authorization Code?  
[input field]

I'm not a robot

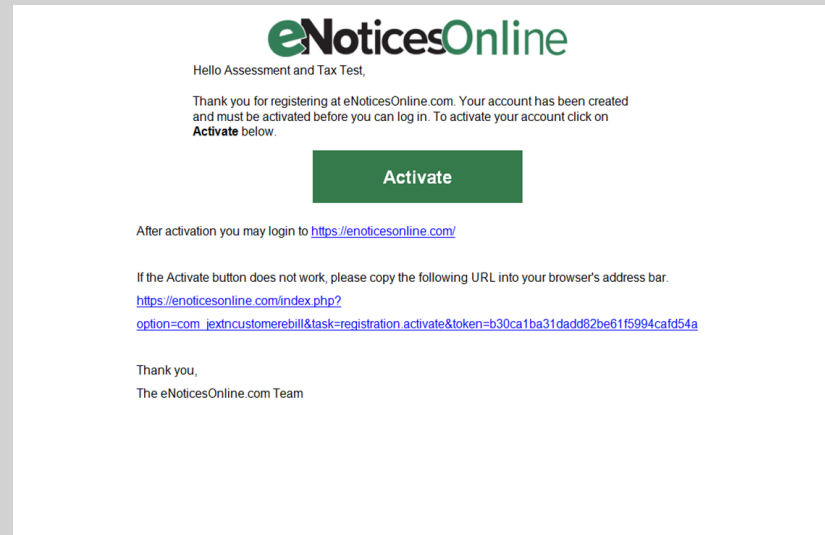
Register



Once you click the register button, you will be asked to verify your email address by logging into your email, opening the email eNoticesOnline sent you, and clicking the ACTIVATE button. Once clicked, you will be redirected back to eNoticesOnline. You can now log in using your username and password!







- If you did not receive the verification email, please check your spam/junk folders. Make sure eNoticesOnline is on your safe sender list.
- **You will need to reach out to eNoticesOnline directly if you fail to receive this activation email.**



## Welcome to eNoticesOnline.com

eNoticesOnline.com gives you so many ways to save while reducing your paper footprint and going green. It's quick, it's easy, and it's FREE to go paperless on your next notice.



-  Save Steps - You simply get an email any time a new notice becomes available on your account.
-  Save Stamps - Save the cost of postage and declutter your mailbox.
-  Save Time - View your notices from anywhere from your phone, tablet, or computer.
-  Save Trees - Receive your notices digitally to reduce paper consumption.



### Create a new account

Are you new to eNoticesOnline.com? Click on "Create New Account" below to get started.

[Create New Account](#)

### Already have an account?

Click on "Log In" below to get started.

[Log In](#)

Having trouble creating or accessing your account?  
Go to our [Help Portal](#) and submit a ticket and our friendly staff will help to resolve your issue.

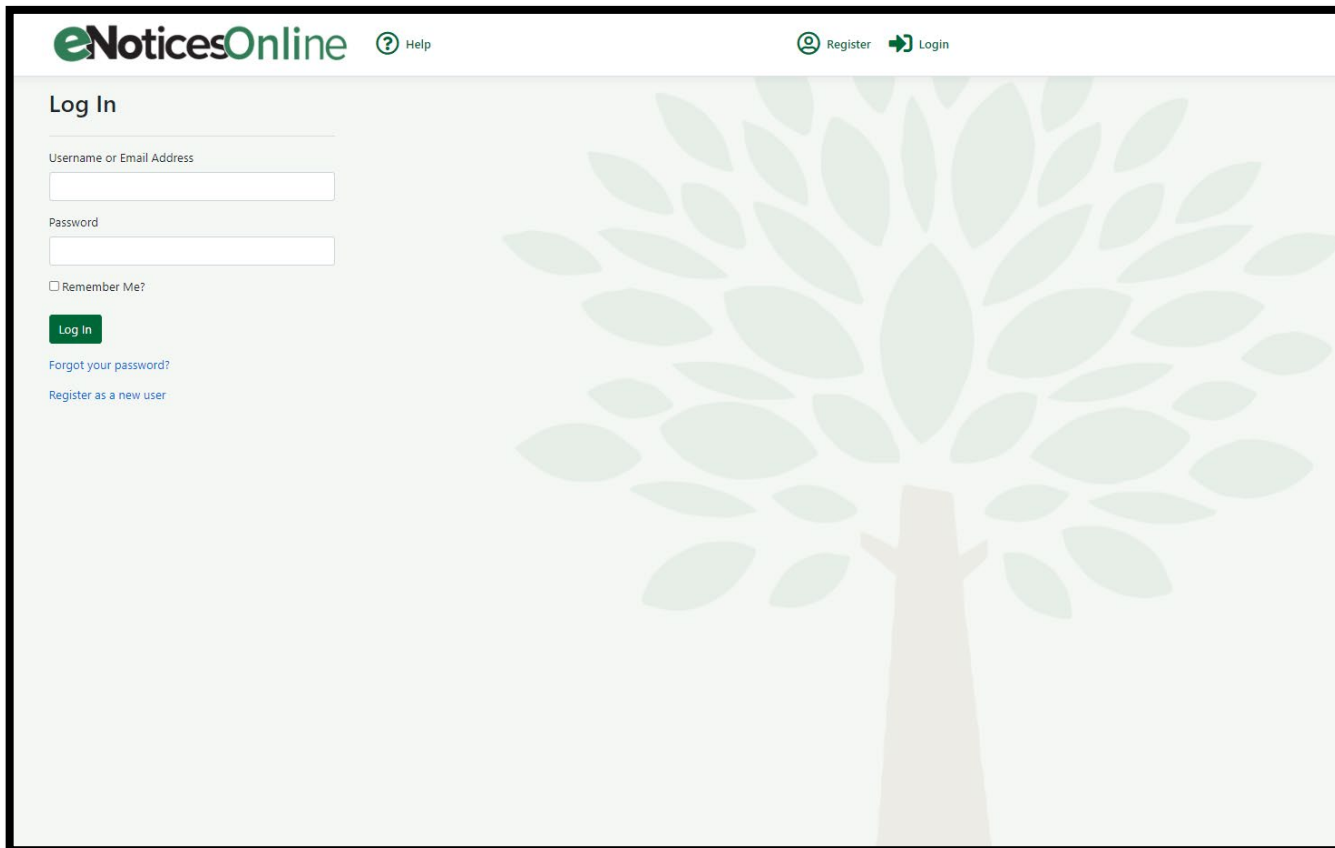
Navigate to enoticesonline.com and click the Log In button at the bottom of the screen.



# Logging In

Using your **username or Email** and password, sign in.

If you forgot your username or password, contact eNoticesOnline directly.



eNoticesOnline [Help](#) [Register](#) [Login](#)

## Log In

Username or Email Address

Password

Remember Me?

[Log In](#)

[Forgot your password?](#)

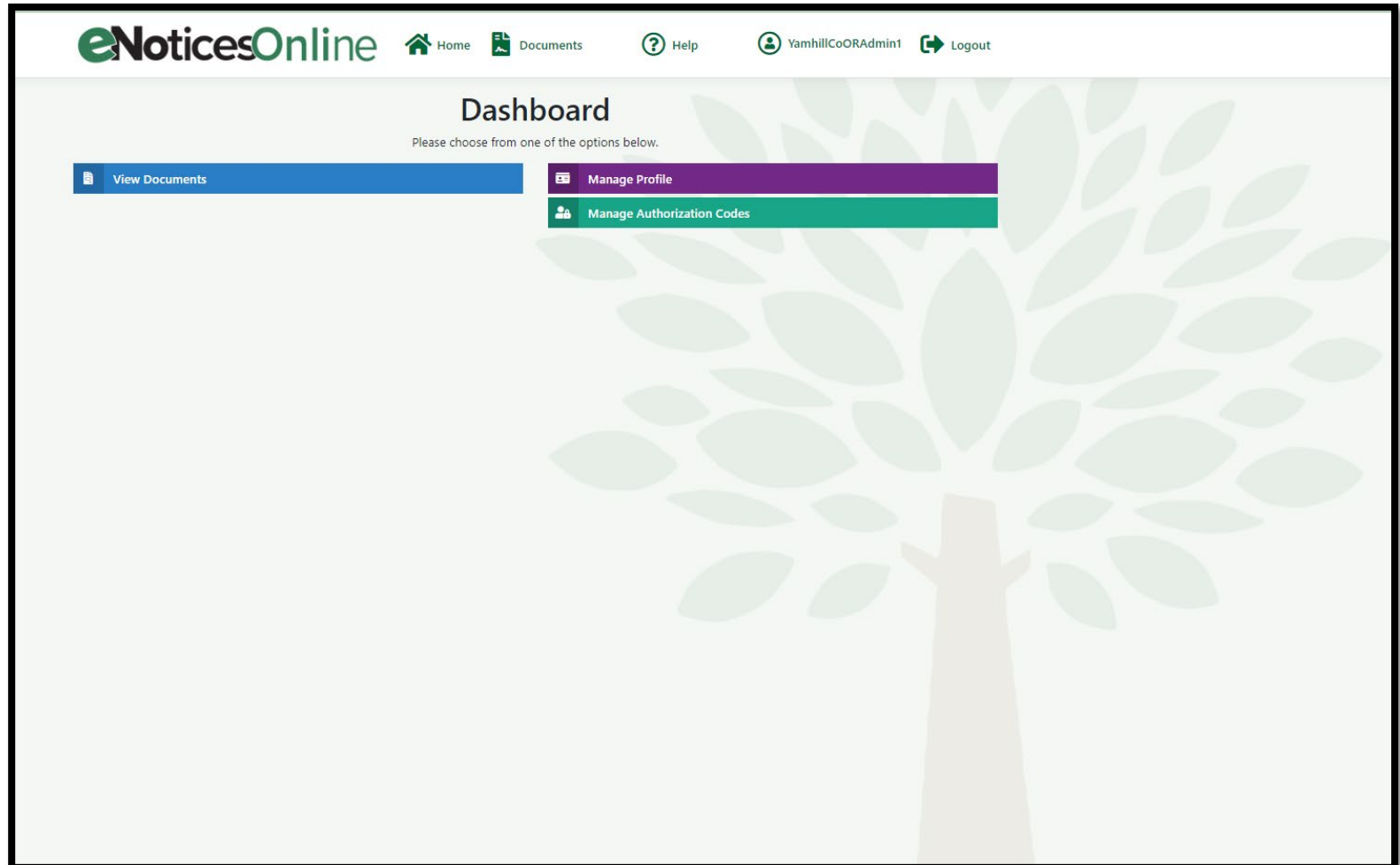
[Register as a new user](#)

# The Dashboard

[View Documents](#)

[Manage Profile](#)

[Manage Authorization Codes](#)



# Manage Profile & Manage Authorization Codes

## Manage Your Profile

← Back to Dashboard

👤 Edit Profile

🔄 Reset Password

@ Change Email Address

🚫 Unsubscribe

## Manage Authorization Codes

### Add New Authorization Code

Authorization Code

XXX-XXXXXXXX

+ Add

+ Having trouble registering your Authorization Code?

Benton County OR Tax Collector 

# View Documents



View Documents



Back to Dashboard

Benton County OR Tax Collector



Back to Dashboard

Benton County OR Tax Collector

2022



2022 Personal Property Asset List



Download



Preview

Personal Property Return

Due By: 03/15/2022 Available Until: 12/31/2022



Start Return

This section will show you how to navigate the fillable form eNoticesOnline uses to help you file your tax return.

# TIME TO FILE

Navigating the online form to file your returns.



# Working the online return- Things to know...

General instructions are at the beginning of the return. You can also use the earlier parts of this presentation for guidance.

- Schedule specific instructions are located **within** their corresponding schedule.
- This is a dynamic form meaning the length of the return is based on how many assets you have. If you have a lot of assets, the return will be long, if you only have a few assets, the return will be much shorter.
- It also means that as you check or uncheck boxes, the form will respond by removing or adding fields that pertain to you.
- Please make sure you fill in the form completely or it may be returned to you as incomplete which could result in late penalties.





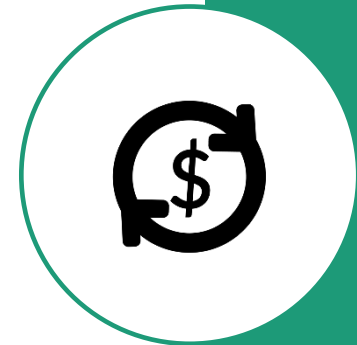
# No Personal Property to Report?

- The first part of the return will be gathering some basic information about the location of the assets and the status of the business.
- If you sold/closed in **2024**, you are still required to send in a return! Please finish filing your return and you will file 1 more return in 2025 to indicate your closed/sold status.
- If you sold/closed in **2023**, you should use the 2024 form to indicate the status of the business so we can close the account properly. No one is going to file that information for you meaning you will have an open and taxable account on record.
  - Also, contact our office so we can get the new ownership information if applicable.

Still open? Keep moving through the presentation.

# Moving forward, Schedule 1 Leasing...

- As you navigate to Schedule 1 Leasing, you will see schedule specific instructions; **make sure to read them.**
- If you previously reported any assets as leased equipment, you would see them here. Review them. Are those leases still in place?
- Notate any disposals by clicking the green Remove Item button. 
  - Click the confirm button when it pops up.
- Once you have notated all your disposals in Schedule 1, it's time to add your new leases or previously omitted leases. Click the green Add Item button **located at the end** of each schedule. 
- Fill out the information requested; make sure to **fill in all the fields!**
- If you do not lease any equipment, feel free to move along to Schedule 2!





# Schedule 2 Noninventory Supplies

- As you navigate to Schedule 2 Noninventory Supplies, you will see schedule specific instructions; **make sure to read them.**
- If you previously reported any values for noninventory supplies, you will see them here. Review them. Are those values still in accurate?
- If the values are accurate, you can move on to Schedule 3.
  - If you need to update any values, simply type in the new value.
- If you feel you don't have any noninventory supplies, you should review the earlier parts of this presentation again.
  - All business owners have some sort of noninventory supplies, it is impossible to do business without them.
  - If no value is inserted, we will use 3% of the RMV on the account as a forced value unless the business is not physically located in our county such as a leasing company.
- If you truly feel there are no associated noninventory supplies, please contact our office to explain your unique scenario so we may notate the account.



# Schedule 3 Floating Property





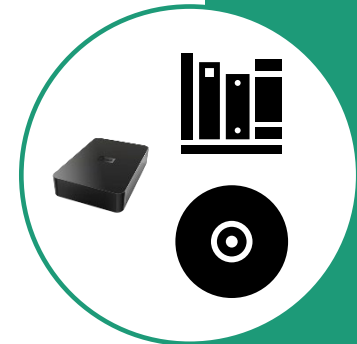
CURRENTLY NO REPORTABLE FLOATING  
PROPERTY IN BENTON COUNTY.





IF YOU FEEL YOU HAVE FLOATING PROPERTY,  
CONTACT OUR OFFICE; WE WILL LET YOU  
KNOW IF IT NEEDS TO BE REPORTED.

# Schedule 4 Libraries...

- As you navigate to Schedule 4 Libraries, you will see schedule specific instructions; **make sure to read them.**
- If you previously reported any assets for schedule 4, you will see them here. Review them. Are those assets still accurate?
- If the assets are accurate, you can move on to Schedule 5A.
- If you need to dispose of any schedule 4 assets, click the green Remove Item button. 
  - Confirm the removal via the pop-up window.
- Once you have notated all your disposals in Schedule 4, it's time to add your new assets or previously omitted assets. Click the green Add Item button **located at the end** of each schedule. 
- Make sure to fill in all fields.



# Schedule 5A, All other property...

- This is where the bulk of your assets will be reported.
- Computers, desks, chairs, trashcans, crushers, tanks, forklifts, décor, floor mats, track-hoes, loaders, street sweepers, food trucks, restaurant equipment, welders, etc....
- For more information, see our website!
- As you navigate to Schedule 5A All other property, you will see schedule specific instructions; **make sure to read them.**
- If you previously reported any assets for Schedule 5A, you will see them here. Review them. Are those assets still accurate?
- If the assets are accurate, you can move on to Schedule 5B.
- If you need to dispose of any Schedule 5A assets, click the green Remove Item button.  

  - Confirm the removal via the pop-up window.
- Once you have notated all your disposals in Schedule 5A, it's time to add your new assets or previously omitted assets. Click the green Add Item button **located at the end** of each schedule.  

- Make sure to fill in all fields.
- **DO NOT add assets to existing line items; if you have a new asset, click Add ITEM.**
- If you need to edit an asset qty downward, you can do that.
- **If you need to make a cost adjustment to an asset previously reported, remove that asset and then add it back using the correct information.**



# Schedule 5B Small hand tools

- As you navigate to Schedule 5B Small Hand Tools, you will see schedule specific instructions; **make sure to read them.**
- If you previously reported any values for Schedule 5B Small Hand Tools, you will see them here. Review them. Are those values still accurate?
- If the values are accurate, you can move on to the Taxpayer's Declaration!
- If you need to update the value, simply type in the new value.
- Most business owners have some form of small hand tools. For dentists, it may be the handpieces they use, mechanics may report their non-power tools for simplicity, a landscaper may indicate his shovels or rakes, a beautician or barber may indicate their combs, curlers, or other hair tools and a baker or restaurant owner may opt to use this schedule for their spoons, knives, forks, whisks, and spatulas.

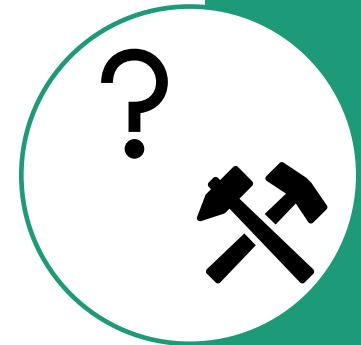
## What are your hand tools?

- If you feel you don't have any small hand tools, you should review the earlier part of this presentation again.



## Schedule 5B Misc info...

- Here you will also indicate who is responsible for the taxes of the handtools.
- Any improvements on federal land, mining claims, is also claimed in Schedule 5B. If this does not apply to you, leave blank.



# Taxpayer's Declaration

- Some of the information may be pre-filled. Please review it for accuracy.
- Fill in all fields.
- If there is a **mailing** address change, please use the button to indicate. This will let us know we need to update the address.
- You must indicate who is digitally signing the return.
- You must indicate who is the person completing the return.
  - It is OK if these fields are the same.
- You must provide a phone number so we may make contact if needed.

# Submitting...

## Review

Once you have completed the return, scroll back through and check it over for accuracy.

## Click

Click the 'I agree' button at the very bottom of the return.

## Submit

Click the green Submit Form button.

- The system is processing your return, you may need to wait for a while, please be patient.
- If you get a red message, scroll back through and fix the error highlighted in red. Maybe you clicked add, but didn't add anything...?

## Change

Once submitted, your screen will change. You will see a copy of what you submitted on your screen.

## Print

From here, you can print the return by using your browsers print functions.

## Email

You will be emailed a copy of your return for your records with your digital postmark!



# What happens next?

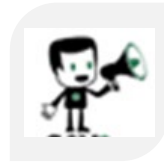
## Paper filers:



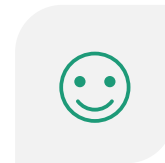
WE WILL PROCESS YOUR RETURN.



IF A BILL WILL BE GENERATED, IT WILL BE MAILED TO YOU BY OCTOBER 25<sup>TH</sup>.

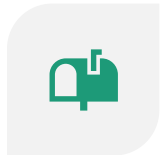


IF YOU RECEIVE A BILL, USE THE AUTHORIZATION CODE ON IT TO CREATE YOUR ONLINE ACCOUNT FOR NEXT YEAR!



YOU ARE DONE FOR THIS YEAR. IF YOU DIDN'T RECEIVE A BILL, CHECK YOUR MAIL IN JANUARY FOR AN AUTHORIZATION CODE TO E-FILE.

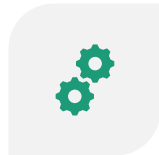
## eNoticeOnline filers:



ENOTICESONLINE IS SENDING US YOUR RETURN! YOU DO NOT NEED TO SEND US ANYTHING!



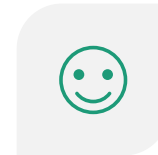
KEEP YOUR CONFIRMATION EMAIL FOR YOUR RECORDS.



WE WILL PROCESS YOUR RETURN.



**IF A BILL WILL BE GENERATED, A LINK WILL BE EMAILED TO YOU THROUGH ENOTICESONLINE.COM TO ACCESS THE STATEMENT**



YOU ARE DONE FOR THIS YEAR. CHECK YOUR ONLINE ACCOUNT IN JANUARY FOR YOUR NEW RETURN.

# BENEFITS OF E-FILING

- ◉ Our program is paperless meaning you will NOT receive paper reminders to file, paper asset lists, or paper returns in the mail.
- ◉ Once you sign up, you will receive 2 emails each year; 1 in January that reminds you to file and 1 in October if you are receiving a bill.
- ◉ Immediately after submitting your return online, you may print a copy and will also receive an emailed copy of your return which has a digital postmark.
- ◉ Your return is processed once received, no waiting on the mail and no more lost in the mail returns!
- ◉ Got rid of an item? Push the remove button! Have an item to report? Push the + button- it really is that easy.
- ◉ 1 online account can host all your accounts, even in other counties!\*

## Remember...

- Whether you choose to file online or by paper, you are responsible for ensuring you complete your return timely.

### DUE DATES:

- MARCH 15<sup>th</sup> is the due date for all returns whether personal property or real property. Per statute, there are no EXTENSIONS.
- eNoticesOnline will use the date of submission as the date stamp.
- If you email your return, we will use the date the email was received.
- If you mail your paper return, we will honor the postmark but have no control over the USPS. If your return does not make it to us timely, you will receive a late penalty.
- If a paper return is walked in, we will use the date of walk-in.

### LATE PENALTIES ARE IN STATUTE:

- After March 15<sup>th</sup> but on or before June 1<sup>st</sup>, you will be assessed a penalty of 5% of the tax.  
(March 16<sup>th</sup>-June 1<sup>st</sup>) ORS 308.296
- After June 1<sup>st</sup> but on or before August 1<sup>st</sup>, you will be assessed a penalty of 25% of the tax.  
(June 2<sup>nd</sup> – August 1<sup>st</sup>) ORS 308.296
- After August 1<sup>st</sup>, you will be assessed a penalty of 50% of the tax.  
(August 2<sup>nd</sup> – December 31<sup>st</sup>) ORS 308.296

### INCOMPLETE RETURNS:

If a return comes in without the necessary information to process, it may be returned to you; in such circumstance the original submission date may not be accepted.

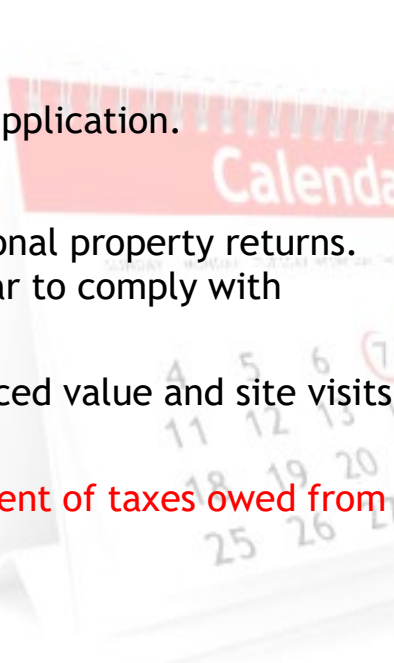


Don't  
forget, we  
have  
resources  
for you!

- Business Personal Property Video
- Personal Property Presentation
- Cannabis Presentation
- Timelines for both personal property and machinery & equipment
- Statutes
- FAQ's
- Forms & Manuals
- Helpful Links and more!



# PERSONAL PROPERTY TIMELINE!

- **Jan. 1** Assessment date at 1:00 a.m.
  - **Jan. 2** Returns can start coming in, the earlier the better!
  - **March 15** Returns are due.
  - **March 16** Late returns subject to 5% penalty.
  - **April 1** Deadline for taxpayer to file exemption application.
  - **June 2** Late returns subject to 25% penalty.
  - **Mid June - Late June** is wrap of processing personal property returns. All returns should be filed for the assessment year to comply with internal deadlines.
  - **Late June to Early August** Non-filers receive forced value and site visits and audits begin.
  - **July 1** Lien date for personal property (nonpayment of taxes owed from previous October statement.)
  - **Aug. 2** Late returns subject to 50% penalty.
  - **Sep.** Roll occurs
  - **Oct. 25** Tax statements are mailed on or before this date.
  - **Oct. 25** First day to file appeals is the date tax statements are mailed.
  - **Nov. 15** Payment is DUE
  - **Dec. 31** Last day to petition BOPTA for an appeal or to excuse late filing penalty if previous application for waiver was denied by Assessor.
- 



# WHEN IN DOUBT, REACH OUT!

We are here for you! If you are unsure about reporting your business assets, contact us. With a few quick questions, our appraiser will know if you need to file a return, and what return you will need.

It is our goal to provide the citizens of Benton County with an accurate, effective, fair, and equitable property tax program by a team that is driven with a passion to exceed the expectations of the citizens we serve.

**Email your Personal Property Questions to:**

- [Personal.property@bentoncountyor.gov](mailto:Personal.property@bentoncountyor.gov)

## **Additional Contact Information**

### **Business Personal Property Specialist**

- Crystal Flowers
- (541) 766-6269

### **Chief Deputy**

- Jenny Anderson
- (541) 766-6266

### **General Questions?**

- [Personal.property@co.benton.or.us](mailto:Personal.property@co.benton.or.us)
- Office: (541) 766-6855
- FAX: (541) 766-6398

For more information on Business Property, see our website at  
<https://www.co.benton.or.us/assessment/page/business-personal-property>



**THANK YOU**