

ALYSSA DOUGLASS, Assessor of Butte County  
Business Property Division  
25 County Center Drive, Suite 100  
Oroville, CA 95965-3382  
Phone (530) 552-3810 (9:00 a.m. – 5:00 p.m.)  
Fax (530) 538-7991



**Personal Property Account Change  
OFFICIAL TAX DOCUMENT**

**This is not the annual property statement.**

**YOU ARE STILL REQUIRED TO FILE THE PROPERTY STATEMENT**

- 1. Complete and return this form ONLY if you have made changes to your business. (i.e. name, mailing address, location address changes or you have sold or gone out of business).**
- 2. Make sure you sign and date the form before returning. (Unsigned or incomplete statements will be returned and could delay processing).**

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ASSESSMENT # \_\_\_\_\_ DBA \_\_\_\_\_

Ownership Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Location of Business Address \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Sold Business Date Sold \_\_\_\_\_

New Owner's Name \_\_\_\_\_

New Owner's Mailing Address \_\_\_\_\_

Moved Date of Move \_\_\_\_\_

New Location \_\_\_\_\_

If you moved within the county, did you receive a property statement for new location? \_\_\_\_ Yes \_\_\_\_ No

If "yes," enter assessment number from the statement \_\_\_\_\_

Permanently Closed Business Date: \_\_\_\_\_

Indicate method of disposal of equipment: Sold \_\_\_\_\_ Scrapped \_\_\_\_\_ Retained \_\_\_\_\_

If equipment sold, please provide the following information: Date sold \_\_\_\_\_

Name and Address of Purchaser \_\_\_\_\_

X \_\_\_\_\_

Signature

Date

## **BUSINESS PROPERTY STATEMENT INFORMATION**

### **WHO MUST FILE:**

The Revenue and Taxation Code of the State of California requires that every person who owns, claims, possesses, or controls business property. (i.e., machinery and equipment, office furniture, tools, molds, dies and fixtures) on January 1 of each year, shall file a written Business Property Statement, upon request of the Assessor. Receipt of this form constitutes a request by the Assessor.

### **IF YOU HAVE SOLD:**

If you have sold or otherwise disposed of the property before lien date, January 1 of each year, please provide information as indicated on the front of this form.

### **AUDITING AND PENALTIES:**

All Business Property Statements are subject to audit. **Penalties may be added for:**

- a. Filing late**
- b. Not filing**
- c. Filing incomplete statements**

### **COPIES:**

A copy of your Property Statement is available at a charge of \$5.00 per page. Send written request along with payment to:

**Alyssa Douglass**  
**Assessor of Butte County**  
**Business Division**  
**25 County Center Drive Suite 100**  
**Oroville, CA 95965-3382**  
**(530) 552-3810**