

# Office of County Assessor, Sweetwater County, WY

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Information on filling out form ATD 40  
Sweetwater County  
Oil and Gas Rendition

Rendition(s) may be either sent paper, CD-ROM or via E-Mail upon request.

## Instructions for Oil & Gas Rendition

Please note that wells are reported on 'Well' tab and the corresponding equipment on the 'Equipment' tab.

### **OIL & GAS SERVICE COMPANIES**

Please be sure to include all office furniture and equipment, machinery and equipment, shop equipment, rental equipment, downhole equipment, tools, pipe that is located within **Sweetwater County** - (not just in the pipe yard), etc. **filing deadline of MARCH 1:**

### **REPORTING BACK**

1. To make changes to the information on the spreadsheet, please use the following colors:

Light pink **'highlight'** to indicate items that should be DELETED. Add comments to the right if needed for clarification.

Light yellow **'highlight'** to indicate items that should be CHANGED. Add comments to the right indicating what those changes should be.

Light blue **'highlight'** to indicate items that should be COMBINED. Add comments to the right indicating what should be combined.

Light green **'highlight'** to indicate items that should be ADDED to an existing well. Add comments to the right indicating to which well it should be added. These entries can all be placed at the bottom of the spreadsheet.

Make sure that the required signed paper affidavit statement is returned for each account number.

### ***Equipment/Well Detail Listing***

To ensure that a proper value is placed on each item of equipment, it is in your interest to list as much information as possible. The form provided has columns for Item Description, Make,

Model, Serial Number, Year Acquired, New/Used, and Original Installed Cost. If you paid separately for freight, installation, taxes, or other fees, the cost must be either added to the item or listed separately and identified. **Round all numbers to the nearest dollar.** If you don't remember what you paid, list it in the current year and provide an estimate current market value.

The three most important columns are the Item Description, Year Acquired, and Original Installed Cost. These will establish the category, trending and depreciation tables used in arriving at a value for tax purposes. Therefore, you must show "Installed Cost in Place" – NOT a depreciated figure.

### ***Location of Personal Property***

Indicate location of property by using Well API #'s, location address, or township range and section. It is important that we have a proper location so equipment/wells are put in the correct tax district.

### ***MOBILE MACHINERY***

Mobile machinery is defined as heavy equipment, except shop or hand tools, which is self propelled, towed or hauled and used primarily in construction and maintenance of roads, bridges, ditches, buildings, or land reclamation. Wyoming contractors are required to list all such equipment on the tax roll, as well as annually purchase a mobile machinery sticker. If operating mobile machinery in Sweetwater County, this equipment must be registered with a mobile machinery sticker purchased through the [Treasurer's Office](#).