

## General Information

The Illinois Railroad Property Tax Return consists of sets of forms that, when compiled, make up the railroad property tax return. The railroad's class determines which forms are required to be filed.

### Class 1 railroads must file Forms:

- PTAX-501 through PTAX-513 and
- PTAX-531 through 537 (two copies).

### Classes 2, 3, and 4 railroads must file Forms:

- PTAX-501 through PTAX-513;
- PTAX-520-A through 523; and
- PTAX-531 through 537 (two copies).

The same rules that the Surface Transportation Board (STB) requires when preparing and assembling data also apply to your Illinois return. Account numbers referred to on the forms are from the Uniform System of Accounts for Railroad Companies.

If you are unable to answer a particular question, please write "none" in the space provided. If any of the schedules do not apply to your railroad, please write "not applicable" across the top of that form.

**Note:** It is very important that you, as the reporting railroad, update the county forms each tax year to report all changes that have taken place during the preceding year.

## Specific Instructions

### PTAX-531 — Summary by Counties

This form is used to summarize by county, all of the information reported on Forms PTAX-532, 533, 534, and 535.

#### Part 1: Complete the following county information

Follow the instructions on the form.

### PTAX-532 — Location of Right of Way and Improvements

You must complete a separate Form PTAX-532 for each Illinois county in which you have right of way or you own property. This form, along with Forms PTAX-533, 534, and 535, provide the basis for making the distribution of property among the various taxing districts in Illinois.

#### Part 1: Complete the following county information

**Lines 1 and 2** — Follow the instructions on the form.

**Lines 3a through 3c** — Write the right of way at which each separate railroad line enters and leaves the county. Define these points as precisely as possible, by township, range, and the distance from the nearest section. Write the total acreage included in the right of way for each line. This should agree with the acreage shown on the legal description you filed with us on Forms R-1 through R-7. The legal descriptions for the right of way are not required. However, you should keep the return (R-1 through R-7) up to date. This serves as a reference to establish locally whether given tracts of land are reported as the right of way.

#### Part 2: Complete the following county information

Write each railroad line separately. List the mileage, together with the improvements on the right of way, in every combination of taxing districts. Do not combine the listing of mileage or improvement on different lines even though they may be located in the same combination of taxing districts.

#### Columns 1 through 4 — Location by combination of taxing districts:

Locate the right of way according to the combination of taxing districts in which it is located. For example, township or road district, common school, high school, community college, or non-high district.

#### Columns 5 through 7 — Miles of track

Write all distances in miles and two decimals.

**Column 5** — Write the miles of first track.

**Column 6** — Write the miles of all track owned or used, including main, second, and additional main track, side track, and turnouts.

**Column 7** — Write the trackage rights in the same manner as mileage owned.

**Note:** If joint ownership is involved and you reported only the portion you owned in Column 6, write the remaining portion of the joint ownership as trackage rights in Column 7.

If the total joint ownership is being reported by one carrier in Column 6 (because of contractual obligations) the other joint owner should report the total length as trackage rights in Column 7. Write the name of the railroad from which trackage rights are leased, or the joint owner, beside the trackage rights amount.

If the mileages written in Column 5, 6, or 7 have changed since you filed your last return, please write the amount of increase or decrease of mileage and explain the reason for the increase or decrease.

#### Columns 8 through 12 — Improvements

These columns are used to report improvements that have an original cost in excess of \$1,000.

**Column 8** — Write the improvements. If there is a division of ownership, write the percentages owned by others, along with the names of the companies concerned. Mark any structures not previously reported with an asterisk. Note each improvement built during the year.

**Column 9** — Write the original cost.

**Column 10** — Write the year built.

**Column 11** — Write the condition percentage (2 percent annual depreciation and 75 percent maximum accrued depreciation, unless you received authorization from us).

**Column 12** — Write the depreciated value. Do not equalize or adjust the valuations. The valuations **must represent** the values of the improvements on the assessment date. This enables us to distribute the valuations to the taxing districts sooner if we do not have to adjust these values.

If there are questions regarding the distinction between operating property (any property used or connected with the operation of the railroad) and non-carrier real estate, please read the following guidelines below.

#### First — Improvements on right of way and land with improvements off right of way:

- 1 If owned and operated by the reporting carrier, report as operating property.
- 2 If owned by the carrier and operated by a person other than a railroad, even though the operator may be a wholly-owned subsidiary, report as non-carrier real estate.
- 3 If owned and used by another entity, other than a railroad, and even though a wholly-owned subsidiary, report as non-carrier real estate.
- 4 If the property is used by another railroad, it does not need to be reported by the owner, as long as the tenant has reported it as operating property. However, it is the owner's responsibility to check with the tenant in order to be sure that the property has been reported correctly.

#### Second — with respect to land:

- 1 If a part of the right of way, or if held for reasonable expansion and contiguous to the right of way or station grounds, report as operating property.
- 2 If not used for any purpose or, if used for other than railroad purposes and off the right of way, report as non-carrier real estate.

If you still have questions, please call us at 217 785-0411 or write to us at Local Government Services, Illinois Department of Revenue, P.O. Box 19033, Springfield, Illinois 62794-9033. You will need to provide all of the facts relative to the use and ownership of the property.

### PTAX-533 — Continuation of Location of Right of Way and Improvements

This form is used as a continuation for Form PTAX-532.

### PTAX-534 — Operating Property Off the Right of Way

This form is used to report all operating property that is off the right of way and cannot be reported on Forms PTAX-532 or 533. Include the operating real and personal property off the right of way, such as real estate owned and used for railroad purposes. This may include office buildings, reservoirs, stock feeding grounds used by livestock in transit, and gravel pits, except those under lease, which are reported on Form PTAX-536.

**Part 1: Complete the following county information**

**Columns 1 through 4 — Location by combination of taxing districts:**

Write the location of the property according to the combination of taxing districts in which it is located.

**Columns 5 and 6 — Real property**

These columns are used to report the real property off the right of way.

**Column 5** — Write the legal description and type of improvement, year built, original cost, and percent condition (two percent annual depreciation and seventy-eight percent maximum accrued depreciation unless we have given you prior authorization.)

**Column 6** — Write the depreciated value of the improvement and value of land separately.

**Columns 7 and 8 —**

These columns are used to report personal property off the right of way.

**Column 7** — Write the character and location, such as general office, freight traffic office, passenger ticket office, and office equipment. Also write all owned and leased automobiles, buses, and trucks by year, make, cylinder, series or model number, type, capacity, using Columns 5 and 6 for part of the description in order to make a one-line listing for each vehicle.

**Column 8** — Follow the instructions on the form.

**PTAX-535 — Recapitulation of State Assessed Property**

This form is used to report, by taxing districts, all track and track-age right miles and the full value of all other classes of railroad property subject to assessment by us.

**Note:** It is important that you report the correct amounts because they provide the basis for the distribution of our assessments among the various taxing districts.

**Part 1: Complete the following county information**

**Column 1** — Write the taxing districts in the following order:

- |                                                                                                                                                                     |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>1</b> county                                                                                                                                                     | <b>9</b> fire protection     |
| <b>2</b> township or road district                                                                                                                                  | <b>10</b> public health      |
| <b>3</b> unit and common schools                                                                                                                                    | <b>11</b> mosquito abatement |
| <b>4</b> high school                                                                                                                                                | <b>12</b> TB sanitarium      |
| <b>5</b> community college<br>(if school districts are<br>in more than one township,<br>write the mileage and<br>improvement value for<br>each township separately) | <b>13</b> forest preserve    |
| <b>6</b> corporations                                                                                                                                               | <b>14</b> airport authority  |
| <b>7</b> parks                                                                                                                                                      | <b>15</b> library            |
| <b>8</b> sanitary and drainage                                                                                                                                      | <b>16</b> all others         |

The county total **must equal** the total of all townships, common and unit school districts, and high and nonhigh school districts, after adding the unit school districts.

When figuring your totals for a specific taxing district and you need to bring figures from more than one railroad line, please write an asterisk after the name of the district.

**Columns 2 and 3 —**

Write the total mileage amounts in which the operating property and rolling stock operating over trackage rights are distributed.

**Column 4** — Write the total depreciated value of the improvements in each taxing district, from Forms PTAX-532 and 533.

**Column 5** — Write the total depreciated value of the improvements in each taxing district, from Form PTAX-534.

**PTAX-536 — Non-carrier Real Estate (Locally assessed property)**

This form is used to report non-carrier real estate.

**Part 1: Complete the following county information**

**Columns 1 through 4 —**

Write the location of the property according to the combination of taxing districts in which it is located.

**Column 5** — Write the legal description or area of the land and improvements with enough detail to locate the property. In addition, write the type of improvement, if any, which is “owned by the carrier,” and the relation to the carrier.

**Columns 6 and 7 —**

Follow the instructions on the form.

**Column 8** — Write the name and principal office address of the lessee.

**PTAX-537 — Non-carrier Real Estate Improvements Owned by Lessee (Locally assessed property)**

This form is used to report improvements that are located on the railroad right of way owned by the lessee.

**Part 1: Complete the following county information**

**Columns 1 through 4 —**

Write the location of the property according to the combination of taxing districts in which it is located.

**Column 5** — Write the legal description or area of the improvements with enough detail to locate the leased property. In addition, write the type of improvement, if known, and the relation to the carrier.

**Columns 6 and 7 —**

Follow the instructions on the form.

**Column 8** — Write the name and principal office address of the lessee.