



# NEWS RELEASE

## FOR IMMEDIATE RELEASE

March 22, 2023

### **ST. CHARLES COUNTY ASSESSOR REMINDS CITIZENS TO DECLARE PERSONAL PROPERTY Late filing penalties applied on May 1**

**ST. CHARLES COUNTY, MO** – As required by state law, the St. Charles County Assessor will mail approximately 48,000 personal property assessment forms for 2023 by March 23 to taxpayers who failed to respond to the initial January mailing. Personal property assessments must be filed with the Assessor every year. Forms were due by March 1. Late filing penalties will be applied on May 1.

“Completion of the form provides the opportunity to appeal the value if necessary and assures a fair and equitable distribution of taxes,” says Scott Shipman, St. Charles County Assessor. “When citizens do not declare their personal property, the tax rate for everyone in the county is impacted.”

Taxpayers can file personal property using contactless methods: online, by mail, or in the drive-through drop box by the County Administration Building on Monroe Street near the corner of N. Second Street in St. Charles. Those who have questions or did not receive a form to declare their personal property may contact the Personal Property Department at 636-949-7420.

#### **Ways to File**

- **Online** – Individual personal property owners have the option to file online after receiving the assessment form in the mail. The e-filing website, account number, and unique secure access code for the individual personal property owner are printed in a blue box on the top third of the form. The e-filing website also is available through the Assessor’s website, [sccmo.org/Assessor](http://sccmo.org/Assessor). Those who filed online in previous years should note that the unique access code changes each year.

The Assessor website also has blank and fillable individual and business personal property forms available.

- **Mail** – Complete the form and send to: St. Charles County Assessor, 201 N. Second Street, Room 141, St. Charles, MO 63301.
- **Drop Box** – Completed assessment forms must be submitted in the "County" drive-up drop box outside the County Administration Building. The drop box is located on Monroe Street near the corner of N. Second Street.

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## Personal Property, p. 2

- **In Person** – Those who wish to file in person can do so at the Assessor’s service windows at the County Administration Building, 201 N. Second Street in St. Charles, 8 a.m.–5 p.m., Monday–Friday, excluding holidays. Forms also may be submitted in the indoor drop box located on the first floor of the Administration Building. Visitors will need to register for the Assessor’s queue through the QLess kiosk in the lobby, through the QLess app on their mobile device, or through the QLess link available at [sccmo.org/Assessor](http://sccmo.org/Assessor) or [sccmo.org/QLess](http://sccmo.org/QLess). Monitors in the lobby and a text notification on a mobile device will update those in the queue, and visitors will be alerted visually and audibly through the monitor or their mobile device when it is their turn to approach the windows. Staff at the security desk in the lobby are available to assist with QLess registration.

Taxpayers who do not file a personal property assessment each year find themselves at or contacting the Assessor’s Office during the end-of-the-year rush, mainly for three reasons:

- Residents did not receive a tax bill because their personal property declaration form was not returned to the Assessor.
- New residents are not familiar with the personal property declaration requirement and do not contact the Assessor’s Office to be added to the tax rolls.
- Residents experience difficulties renewing or registering license plates due to incorrect information reported on their personal property declaration.

“Our staff are available by phone and by email at [persprop@sccmo.org](mailto:persprop@sccmo.org) to answer any questions and help with the personal property assessment filing process,” Shipman says.

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### **About St. Charles County:**

*St. Charles County, Missouri, founded in 1812, is one of the fastest growing counties in Missouri. With a population of 405,262, it is the state’s third largest county. It is home to 21 scenic county parks of which three are in reserve, encompassing 4,349 acres.*

*With one of the largest economies in the state, St. Charles County is home to multinational companies including General Motors, Citi, MasterCard Worldwide and Boeing. It is ranked among the top 25 counties in the nation in high-tech job growth by the Progressive Policy Institute and consistently has the lowest unemployment rate in the Metropolitan St. Louis area.*

*St. Charles County Government has more than 1,170 employees in more than 30 departments and offices who work to make the county an excellent place to live, work and shop. For more information, please visit [sccmo.org](http://sccmo.org).*