

# Personal property and vehicle tax notice (GRS-211)

## Utah General Retention Schedule

### Description

This is a notice sent to taxpayers for personal property or vehicle taxes. It includes name, address, identification number, property description, quantity, taxable value, total personal property value, tax rate, tax amount, any interest due on taxes, total tax amount, balance due, and a date payable. Upon payment of taxes and validation, the tax notice becomes the personal property receipt.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Appraisal

These records have administrative, and/or fiscal value(s).

### Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

### Categories

Assessor

### Effective

06/1991

### Previous Schedule Number

CO-11-11