

# Basics of How to Complete a Business Personal Property Listing

Yadkin County Tax Department  
336-849-7903 (Option 6)



# Please make sure name and address are correct

The top portion of the listing form is for basic information about your business. The tax office needs this to correctly identify where you are located, what type of business you have, do you own the real estate, and who to contact for audit or questions about the listing.

- Please take the time to complete this section each year as the status of the business, location, and contact information can change yearly.

2022 BUSINESS PERSONAL PROPERTY LISTING							
ONLINE ACCESS CODE	ACCOUNT NO	DATE	TWP	DISTRICT	CITY	PENALTY	VALUE



PRINCIPAL BUSINESS IN THIS COUNTY	<input type="text"/>	
SIC # OR NAICS CODE	<input type="text"/>	
DATE BUSINESS BEGAN IN THIS COUNTY	<input type="text"/>	
DATE BUSINESS (FISCAL) YEAR ENDS	<input type="text"/>	
FILL IN THE APPLICABLE CIRCLE:		
<input type="radio"/> PARTNERSHIP	<input type="radio"/> SOLE PROPRIETORSHIP	<input type="radio"/> UNINCORPORATED ASSOCIATION
<input type="radio"/> LLC		
<input type="radio"/> CORPORATION	<input checked="" type="radio"/> OTHER (SPECIFY)	<input type="checkbox"/> Listing Required
FILL IN THE APPLICABLE CIRCLE: BUSINESS CATEGORY		
<input type="radio"/> RETAIL	<input type="radio"/> WHOLESALE	<input type="radio"/> MANUFACTURING
<input type="radio"/> SERVICE	<input type="radio"/> LEASING/RENTAL	<input type="radio"/> FARMING
<input type="radio"/> OTHER (SPECIFY)	<input type="text"/>	
IF OUT OF BUSINESS COMPLETE THIS SECTION		
DATE CEASED	<input type="text"/>	
FILL IN THE APPLICABLE CIRCLE:		
<input type="radio"/> SOLD	<input type="radio"/> CLOSED	<input type="radio"/> BANKRUPT
SOLD EQUIPMENT, FIXTURES, SUPPLIES TO		<input type="text"/>
BUYER'S ADDRESS & PHONE		
<small>NOTE: Business owners who acquired an existing business in the previous year <u>must</u> contact the county tax office for important listing instructions.</small>		



First thing you need to do is take inventory.  
What assets do you have that you use in  
connection with your business?



What about leased items?  
Are you leasing any equipment?  
From whom?  
What?

- **Machinery & Equipment**
- **Office Furniture & Fixtures**
- **Computer Equipment**
- **Leasehold Improvements**
- **Expensed Items**
- **Construction in Progress**
- **Supplies**
- **Vehicular Equipment**
- **Watercraft**
- **Aircraft**
- **Manufactured Home or Office**



The listing form is designed for you to report your assets each year by Year Acquired (Age of Asset) and Historical Original Cost.

**COST**- must include all costs associated with the asset itself as well as the costs associated with bringing that asset into operation. Costs may include but are not limited to invoice cost, trade-in allowances, freight, installation costs, sales tax, and construction period interest.



# Looking at the listing form you will see several GROUPS

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2021				
2020				
2019				
2018				
2017				
2016				
2015				

Each GROUP will be used to categorize your assets so they can be put on the correct depreciation schedule.

YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2021				
2020				
2019				
2018				
2017				
2016				
2015				



You will also see each GROUP has the below column and rows.

**NOTE:** Cost should always remain on the listing form as Historical Original Cost. You do not need to depreciate the assets yearly on the form.

YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2021				
2020				
2019				
2018				
2017				

**YEAR ACQUIRED** - This column is used vertically up and down to find the year the assets were purchased.

**PRIOR YR. COST** - This column will pre-print any assets you have listed with the tax department previously and is used to report your original cost of assets.

**ADDITIONS** - This column is used horizontally across from your Year Acquired to list any additions made during the year to any of your original cost.

**DELETIONS** - This column is used horizontally across from your Year Acquired to list any assets you have disposed of or gotten rid of.

**TOTAL COST** - Use this column horizontally across to total your assets,



You will complete each **GROUP** the same way using the Year Acquired, Original Cost, Additions, Deletions, and Total Cost columns and rows.

(EXCEPT: Construction in Progress and Supplies)

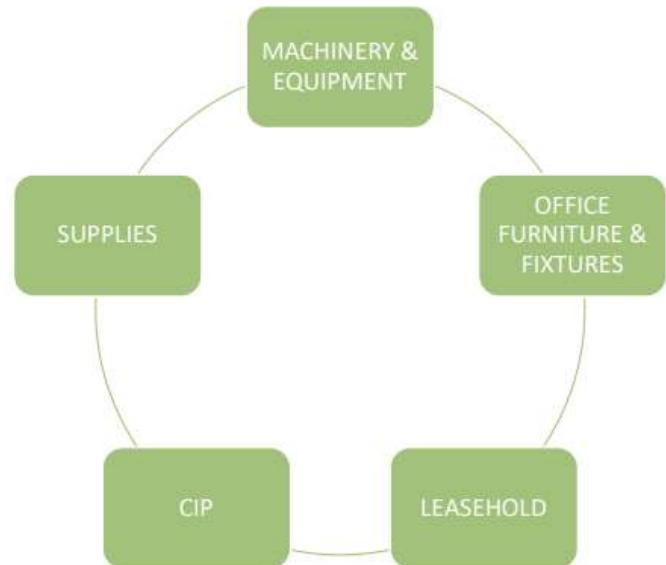
How does that  
work?



# 1<sup>st</sup>

Sort or categorize all of your assets from your list by each GROUP.

- **GROUP (1) MACHINERY & EQUIPMENT**
- **GROUP (2) CONSTRUCTION IN PROGRESS**
- **GROUP (3) OFFICE FURNITURE & FIXTURES**
- **GROUP (4) COMPUTER EQUIPMENT**
- **GROUP (5) IMPROVEMENTS TO LEASED PROPERTY**
- **GROUP (6) EXPENSED ITEMS**
- **GROUP (7) SUPPLIES**



# 2<sup>nd</sup>

## Sort your GROUPS by Year Acquired

- Remember **Year Acquired** should be the year the asset was first purchased (Age of Asset). Not the year you purchased the asset if the asset is used.
- For example, you, the current owner purchased equipment in 2022 for \$250, but the individual you purchased the equipment from acquired it new in 2012 for \$1,000. You, the current owner, should list on your listing as **Year Acquired** 2012 for \$1,000, **NOT** Year Acquired for 2022 for \$250.
- **WHY?** If you report Current Cost with Current Year Acquired, not Historical Cost with Year Acquired, the depreciation will be off.



Let's try it with another example, this time will show you how to use all the columns and rows on the listing.

You've had a Landscaping business since **2018** and listed each year. This year you **disposed** of a Mower purchased in **2019**(original cost **\$5,000**), you purchased a brand new Mower in **2022**(original cost **\$8,000**), and you purchased a used **2020** leaf blower for \$275 (original cost **\$350**).

How should you list?

Use the Deletions column to delete the original \$5,000 cost from Year Acquired 2019 for the Mower you disposed of (Note: your Original Cost was 5,850 – you had other assets you had purchased in 2019 and you still own those assets). You will need to use the columns horizontally to subtract the deletions and get your Total Cost.

The Mower purchased in 2022 would be added to the listing as an Original Cost.

The used 2020 leaf blower you purchased in 2022 for \$275 will need to be added as an Addition for the Year Acquired 2020 using the full original cost of \$350.

YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2022		8,000		8,000
2021	2,000	0	0	2,000
2020	300	350	0	650
2019	5,850	0	5,000	850
2018	3,450	0	0	3,450



# Why list a used 2020 leaf blower that you purchased in 2022 as a 2020 Year Acquired with the Original Cost?

The purpose of the Year Acquired column and the listing of assets at Historical Original Cost is to correctly depreciate the asset to what Market Value is today.

By listing the correct Age (Year Acquired) and Historical Original Cost, our office can use the North Carolina Department of Revenue Cost Index & Depreciation Schedules to depreciate the asset to a fair market value.

Our office wants to make sure your assets are depreciated correctly and put on a schedule to where it will continue to depreciate correctly each year.



## WHAT IF I have no idea what the Year Acquired or Historical Original Cost is?

Contact our office and give us the best information available. Then we can help you to determine how to list the assets and depreciate it the best way possible.



# Now let's look at

## GROUP (2) CONSTRUCTION IN PROGRESS

- What is Construction in Progress (CIP)?
- CIP is business personal property which is under construction on January 1. Your accountant will typically not capitalize assets under construction until all the cost associated with the assets are known. In the interim period, your accountant will typically maintain the costs of the asset in a CIP account. This represents investment in tangible personal property and is to be listed with other capital assets of the business during the listing period. **If you have no CIP, write on your listing "NONE" or leave blank.**

## GROUP (7) SUPPLIES

- **Almost ALL businesses have supplies.**
- These include normal business operating supplies but are not limited to: Office, Maintenance, Janitorial, Medical, Dental, Barber and Beauty, Fuels of all kinds, Replacement and Spare Parts, Restaurant and Hotel items (linens, cleaning supplies and cookware), etc.



# VEHICULAR EQUIPMENT & MOBILE HOMES OR MOBILE OFFICES

SCHEDULE B		VEHICULAR EQUIPMENT & MOBILE HOMES OR MOBILE OFFICES		
<small>If you answer yes to any of questions 1-7 below, you must attach the appropriate Schedule which corresponds with the equipment type listed below. If you answer yes to any of questions 1, 2, 3, or 4 attach Schedule B-1, attach Schedule B-2 for watercraft, attach Schedule B-3 for Mobile Homes or Mobile Offices, and attach Schedule B-4 for aircraft. Indicate number of short-term rental vehicles owned for question 8.</small>				
1. Does your business own any unregistered motor vehicles?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-1</small>
2. Does your business own any multi-year or permanently registered trailers?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-2</small>
3. Does your business own any special bodies on vehicles?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-3</small>
4. Does your business own any IRP (International Registration Plan) plated vehicles?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-4</small>
<small>NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county tax office as part of the business personal property listing form process, unless they are already being reported as part of your Public Service Valuation with the N.C. Department of Revenue</small>				
5. Does your business own any watercraft or engines for watercraft?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-1</small>
6. Does your business own any mobile homes or mobile offices?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-3</small>
7. Does your business own any aircraft?	<input type="radio"/> YES	<input type="radio"/> NO	<small>If yes attach schedule</small>	<small>→ B-4</small>
8. Does your business own any vehicles held for short-term rental?	<input type="radio"/> YES	<input type="radio"/> NO	Number	<small>→ _____</small>

One thing to remember about vehicular equipment:

**DO NOT LIST** vehicles which are **REGISTERED ANNUALLY WITH THE NCDMV**. You are already paying property tax when you renew the yearly registration.

The **ONLY REGISTERED VEHICLES** you **SHOULD LIST** are **IRP (International Registration Plate)** and **PERMANENT OR MULTYEAR TAGGED VEHICLES**.

List all unregistered vehicles.



# PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS

This section of the listing form is used by the tax department to correctly identify and properly list to the Lessor or Owner any property you are using in the connection with your business but is owned by others.

## **Please provide on Schedule C-1 Form:**

- Name & Address of Owner
- Description of Property
- Date and Length of Lease
- Monthly Payment
- Account or Lease Number
- Selling Price New

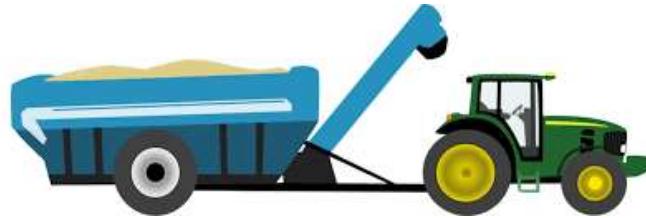


**SCHEDULE C LEASED PROPERTY OR OTHER PROPERTY IN YOUR POSSESSION THAT IS OWNED BY OTHERS**

N.C.G.S. 105-315 AND 105-316 requires every person having custody of taxable tangible personal property that has been entrusted to him by another for any business purpose to furnish a separate list containing name, address and description of this property. If you answer yes to one of the following three questions or are otherwise required to supply this list, you must return the list or separate Schedule C-1 by January 15.

PROPERTY IN YOUR POSSESSION ON JANUARY 1 THAT IS OWNED BY OTHERS						
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE	MONTHLY PAYMENT	LENGTH OF LEASE	ACCOUNT OR LEASE NUMBER	SELLING PRICE NEW

# FARM EQUIPMENT



## SCHEDULE E

## FARM EQUIPMENT

Does your business own any tractors, implements, bulk barns, and/or other farm equipment?

YES

NO

Cost on schedule A

If so, list and attach separate Schedule E-1. If listed by cost on Schedule A, indicate above, but still include information on separate Schedule E-1.

SCHEDULE E-1 FARM EQUIPMENT - TRACTORS, IMPLEMENTS, BULK BARNS, ETC.						
YEAR	DESCRIPTION OR MAKE	MODEL OR SERIES	GAS OR DIESEL	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE ONLY

Please provide on Schedule E-1  
Form:

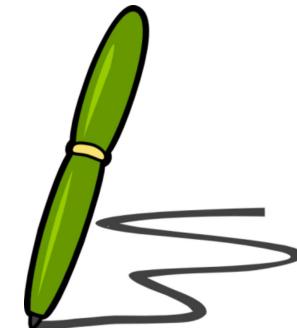
- Year
- Description or Make
- Model or Series
- Gas or Diesel
- Year Acquired
- Original Cost

ALL income producing  
farm equipment must  
be listed as Business  
Personal Property.

Sprayers, poultry house  
equipment, tractors, tools, etc.



**Please be sure to sign and date the listing form.  
All forms received without a signature will be rejected and returned.**



### AFFIRMATION

**LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - Please check the capacity in which you are signing the affirmation.**

**For Individual Taxpayers:**  Taxpayer  Guardian  Authorized Agent  Other person having knowledge of and charged with the care of the person and property of the taxpayer

**For Corporations, Partnerships, Limited Liability Companies, Unincorporated Associations:**

Principal Officer of the Taxpayer Title \_\_\_\_\_  Full-time employee of the taxpayer who has been officially empowered by a principal officer to list the property and sign the affirmation. Title \_\_\_\_\_

Authorized agent. If this capacity is selected, I certify that I have NCDOR Form AV-59 on file for this taxpayer:  Yes  No

Under penalties prescribed by law, I affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and any other information is true and complete. (If this is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all of the taxpayer's property subject to taxation in this county and that his affirmation is based on all the information of which he has any knowledge.)

Signature

Date

Authorized Agent Address

Telephone Number

Fax Number

Email Address

**Any individual who willfully makes and subscribes an abstract listing required by the Subchapter II of Chapter 105 of the North Carolina General Statutes which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment up to 60 days).**



# IMPORTANT THINGS TO KNOW:

- Listing deadline: **JANUARY 31<sup>ST</sup>**
- Extension Request deadline: **JANUARY 31<sup>ST</sup>**
- ***ALL LATE LISTINGS WILL RECEIVE A 10% LATE LIST PENALTY.***

All listing and extension requests will be considered filed as of the date affixed by the **U.S. Postmark ONLY**; if a USPS postmark is not present on the envelope received in our office, the listing or extension will be considered filed as of the date received in our office.

