

COUNTY OF PENNSYLVANIA
2018 BUSINESS PERSONAL PROPERTY LISTING
TO AVOID 10% LATE LISTING PENALTY, RETURN BY 1/31/2018

9902FBPL 12/6/17 286, K

ACCOUNT NUMBER	ABSTRACT NUMBER
FIRE DISTRICT	TOWNSHIP

PHYSICAL ADDRESS _____
 REAL ESTATE OWNED BY _____
 TYPE OF BUSINESS _____
 DATE BUSINESS BEGAN IN PENNSYLVANIA COUNTY ____ / ____ / ____
 NAME BUSINESS WAS LISTED IN LAST YEAR _____
 OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED: _____

CHECK ONE: Corporation ___ Sole Proprietorship ___ Partnership ___
 Unincorporated Association ___ Other (Specify) _____

CHECK BUSINESS CATEGORY: Retail ___ Wholesale ___ Service ___
 Manufacturing ___ Leasing / Rental ___ OTHER (SPECIFY) _____

CONTACT PERSON: _____
PHONE / EMAIL ADDRESS: _____

IF OUT OF BUSINESS - Date Closed ____ / ____ / ____
 All equipment sold (Y) ___ (N) ___ Sold To? _____
 Sold ___ Bankrupt ___ Closed ___ Other _____

LIST ALL CHANGES IN REAL ESTATE: _____

TOTAL ESTIMATED COST: \$ _____ % COMPLETE 1/1/2018 _____

HAVE YOU ACQUIRED OR DISPOSED OF REAL ESTATE IN THE PAST 12 MONTHS?
CIRCLE ONE: ACQUIRED DISPOSED
DESCRIPTION: _____
DATE ____ / ____ / ____

SCHEDULE A PERSONAL PROPERTY (SEE INSTRUCTIONS)
GROUP (1) MACHINERY/EQUIPMENT & FIXTURES

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
2003				
PRIOR				
TOTAL				

GROUP (2) LEASEHOLD IMPROVEMENTS

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
PRIOR				
TOTAL				

GROUP (3) OFFICE EQUIPMENT & FURNITURE

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
2014				
2013				
2012				
2011				
PRIOR				
TOTAL				

GROUP (4) COMPUTER EQUIPMENT

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
2014				
PRIOR				
TOTAL				

GROUP (5) EXPENSED ITEMS (cap thresh _____)

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
PRIOR				
TOTAL				

GROUP (6) OTHER

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2017				
2016				
2015				
2014				
2013				
2012				
PRIOR				
TOTAL				

GROUP (7) SUPPLIES (see instructions)

TYPE	COST	TYPE	COST
1)		4)	
2)		5)	
3)		TOTAL \$	

GROUP (8) CONSTRUCTION IN PROGRESS

LIST IN DETAIL ALL EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, 2018 BUT NOT INCLUDED ABOVE (SEE INSTRUCTIONS)
TOTAL CIP: \$ _____

RETURN LISTING BY JANUARY 31, 2018
EXTENSIONS GRANTED BY WRITTEN REQUEST ONLY BEFORE 1/31/2018

IF YOU NEED ADDITIONAL SPACE TO LIST PROPERTY UNDER SCHEDULES B, C, D, AND E, PLEASE ATTACH A SEPARATE REPORT IN THE SAME FORMAT AS BELOW. WRITE "SEE ATTACHED" ON THE SCHEDULES IF THIS IS NECESSARY.

LISTED ITEMS: DRAW A LINE THROUGH ITEMS LISTED BELOW NOT IN YOUR POSSESSION ON JANUARY 1, 2018. LIST ADDITIONAL ITEMS IN APPROPRIATE SPACES.

SCHEDULE B & C IN ACCORDANCE WITH NORTH CAROLINA LAW, ALL TAXPAYERS ARE REQUIRED TO LIST THE FOLLOWING PERSONAL PROPERTY EACH YEAR:

MANUFACTURED HOMES, BOATS, BOAT MOTORS, ALL OTHER WATERCRAFT, AIRCRAFT, UNTAGGED VEHICLES INCLUDING AUTOMOBILES, TRUCKS, TRAILERS, MOTORCYCLES, CAMPING/TRAVEL TRAILERS, PERMANENTLY TAGGED/MULTI-YEAR TAGGED TRAILERS, IRP (International Registration Plan) PLATED VEHICLES, THREE MONTH FARM TAGGED VEHICLES AND ALL OTHER TAXABLE PERSONAL PROPERTY.
NOTE: VEHICLES THAT ARE CURRENTLY TAGGED SHOULD NOT BE LISTED.

TAX OFFICE USE	YEAR / MAKE	MODEL & DESCRIPTION LENGTH-WIDTH-SIZE-HORSEPOWER MOTOR	PURCHASE PRICE	LOCATION OF PERSONAL PROPERTY

SCHEDULE D ACQUISITIONS AND/OR DISPOSALS OF ASSETS SINCE JANUARY 1, 2017

ACQUISITIONS-ITEMIZE IN DETAIL	100% COST INSTALLED	DISPOSALS-ITEMIZED IN DETAIL	YR ACQ	100% ORIGINAL COST

ADDITIONS AND/OR DELETIONS TO LEASEHOLD IMPROVEMENTS SINCE JAN. 1, 2017 (ITEMIZE IN DETAIL) YR ACQ 100% ORIGINAL COST

ADDITIONS AND/OR DELETIONS TO LEASEHOLD IMPROVEMENTS SINCE JAN. 1, 2017 (ITEMIZE IN DETAIL)	YR ACQ	100% ORIGINAL COST

OWNER OF REAL ESTATE WHERE LEASEHOLD IMPROVEMENTS ARE LOCATED: _____

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

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCT#	MO. PAYMENT	COST NEW	START/END LEASE DATES

AFFIRMATION

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

For Individual Taxpayer: 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 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 shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment of up to 60 days).

**TRANSYLVANIA COUNTY TAX ADMINISTRATION
2018 BUSINESS PERSONAL PROPERTY TAX LISTING
INSTRUCTIONS FOR PREPARATION AND FILING**

FILE ON OR BEFORE JANUARY 31, 2018

Complete and return to: Transylvania County Tax Administration 20 E Morgan St Ste 1, Brevard, NC 28712

Commonly Asked Questions

Who must file a return? What personal property do I list, when and where?

Individual(s) or business(s) owning or possessing personal property used or connected with a business or other income producing purposes on January 1. Temporary absence of Personal Property from the place at which it is normally taxable shall not affect this rule.

For rental property owners, please provide the real estate owner's name. 5% of the building value will be used to represent the value of the business personal property; you do not have to provide an itemized listing of the historical cost and acquisition year of all furnishings, appliances, dishes, supplies, etc.

NCGS 105-308 states...“any person whose duty it is to list any property who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor. The failure to list shall be prima facie evidence that the failure was willful.” Pursuant to NCGS 15a-1340.23, a Class 2 misdemeanor is punishable by imprisonment for up to 60 days.

All listings are subject to audit.

Returns are routinely compared to tax returns filed with the North Carolina Department of Revenue.

When acquiring an existing business, please contact the Transylvania County Tax department for further listing instructions. Please do not list allocated purchase prices.

Listings must be signed and returned to the Tax Administration Office on or before January 31, 2018 to avoid a 10% late list penalty as required under NC law. An extension of time to list may be obtained by sending a written request showing “good cause” to the County Tax Administration Office by January 31, 2018.

****Photo or faxed copies will not be accepted****

How do I list?

1. Read the instructions for each group.
2. If a group or schedule does not apply to you, indicate so on the listing form. Do not leave a section blank or write “same as last year”. A listing form may be rejected for these reasons and could result in penalties.

Information Section

Complete all sections of the listing form. Attach additional sheets if necessary.

Make necessary address and fire district changes.

Physical address: Please list the location of the property. This information is needed to determine applicable tax jurisdictions. Post office boxes are not acceptable.

Type of Business: What business are you in? For example: farmer, manufacturer of electrical appliances, Laundromat or restaurant, etc.

Other NC counties where personal property is located: If your business has property normally located in other counties, list those counties here.

Contact person: In case the county tax office needs additional information, or to verify the information listed, list the person to contact here, including a phone number and/or email address.

If out of business: If the business has closed, please complete this section. Please provide information regarding the sale of the property, including the name and address of who it was sold to.

Changes to real property: If your business owns real property and has made improvements or demolitions to the property, complete this section. Changes to real property must be reported during the regular listing period (January 1 - January 31, 2018). No extensions are granted for listing real property changes.

Acquired or disposed of real property: If your business has purchased or sold real property during 2017, complete this section.

Schedule A-Personal Property

The rows which begin “2017” are the rows in which you report property acquired during the calendar year 2017. Other years follow the same format. Please attach additional pages if necessary. Schedule A is divided into eight (8) groups. Each is addressed below.

Cost-Note the cost information you provide must include all costs associated with the acquisition as well as the costs associated with bringing the property into operation. These costs may include, but are not limited to, invoice cost, freight, installation costs, sales tax, and construction period interest. The cost figures reported should be historical cost, which is the original cost of an item when first purchased, even if the item was first purchased by someone other than the current owner. For example, the current owner, may have purchased equipment in 2012 for \$100, but the individual that you purchased the equipment from, acquired it in 2010 for \$1000. The current owner, should report the property acquired in 2010 for \$1000. Property should be listed at the market cost at the retail level of trade. Manufacturer/lessor businesses that lease equipment they manufacture, must list their equipment at the retail level of trade rather than their manufacturing cost.

Group (1) Machinery and Equipment

This group is for reporting the cost of all machinery and equipment. This includes all store equipment, manufacturing equipment, production lines (hi-tech or low-tech) as well as warehouse and packaging equipment. List the total cost by year of acquisition, **including fully depreciated assets that are still connected with the business**. For example, a manufacturer of textiles purchased a knitting machine in October 2013 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total \$10,600 should be added in group (1) to the 2013 additions and the 2013 current year's cost column.

Group (2) Leasehold Improvements

This group includes real estate improvements to leased property contracted, installed, and paid for by the lessee which will remain with the real estate, thereby, becoming an integral part of the leased real estate upon expiration or termination of the current lease, but which are the property of the current lessee who installed it (examples are lavatories installed by lessee in a barber shop, special lighting or dropped ceilings). If this section does not apply to you write 'none' in this space.

Group (3) Office Furniture and Fixtures

This group is for reporting costs of all furniture, fixtures and small office machines used in the business operation. This includes, but is not limited to, file cabinets, desks, chairs, adding machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, burglar alarm systems, etc. If this section does not apply, write 'none' in this space.

Group (4) Computer Equipment

This group is for reporting the costs of non-production computers & peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as, monitors, printers, scanners, magnetic storage devices, cables & other peripherals associated with those computers. This category also includes software that is capitalized and purchased from an unrelated business entity. Note: The development cost of software or any modification cost to software, whether done internally by the taxpayer or externally by a third party to meet the customer's specified needs, is excluded and should not be reported. This does not include hi-tech equipment, hi-tech medical equipment, or computer controlled equipment, or the hi-tech computer components that control the equipment. This type of equipment would be included in group (1). If this section does not apply, write 'none' in this space.

Group (5) Expensed Items

This group is for reporting assets which would typically be capitalized, but due to the business threshold, they have been expensed. Fill in the blank with your business "capitalization threshold". This is the dollar amount above which your business capitalizes all assets. If this section does not apply, write 'none' in this space.

Group (6) Other

This group will not be used unless instructed by the County Tax Administration Office.

Group (7) Supplies

Almost all businesses have supplies. These include normal business operating supplies. Examples of supplies include: office supplies (pens, pencils, paper, calculator tape, etc.), medical and dental supplies, rental items (NOT sold in the normal course of business and NOT listed as a depreciated asset), restaurant, hotel, motel items (china, silverware, pots, pans, etc), beauty and barber shop supplies (combs, scissors, etc), fuels of all kinds (gas for equipment, oil for parts, etc.), replacement spare parts (saw blades, chains, etc) and all other miscellaneous supplies not listed (hand tools, paint brushes, gardening tools, etc.). List the type and cost of supplies on hand as of January 1. Supplies consumed immediately in the manufacturing process or that become a part of the property being sold, such as packaging materials or raw materials, for a manufacturer, do not have to be listed.

Group (8) Construction in Progress

CIP is business personal property, which is under construction on January 1. For example: If you purchased a computer for \$3,500 on December 28, 2017 and left it in the box until January 3, 2018; this computer equipment was not operating as of January 1, 2018. You would list \$3,500 as CIP for 2018 and then add it as an acquisition for 2018 for the following year. DO NOT list this equipment in any other section on this listing form.

Schedule B-Vehicular Equipment - Attach additional sheets if necessary. List any motor vehicles, which are not tagged, also list semi-trailers, utility trailers, or animal trailers registered on a multi-year/permanent basis. Do not list vehicles with a current annual registration. IRP (International Registration Plan) plated vehicles and three month farm tagged vehicles are also listed in this section.

Schedule C-Aircraft, Boats & Manufactured homes. Aircraft owned by you on January 1 must be reported. List the year, make, model, series number, hanger or tie-down location, serial number (not FAA number), original cost and year acquired. Additional equipment and avionics not included in original cost should be listed separately. Boats require the following information: type, size, motor information (including horsepower for all motors) and marina location for dock or storage. Manufactured homes should be listed with the year of manufacture, model name, size, location, and original cost. Also include permanently tagged/multi-year tagged boat trailers.

Schedule D-Acquisitions and Disposals. Itemize all business equipment acquired since January 1, 2017. Be sure to list the total installed cost of each item. Itemize each disposal since January 1, 2017. IMPORTANT: Under disposals the original acquisition year and cost must be given for each disposal. An additional schedule may be attached if necessary. Effective January 1, 2015. IRP (International Registration Plan) plated vehicles are required to be listed with the county tax office as part of the business personal property listing form process.

Schedule E-Property in your possession, but owned by others. On January 1, if you have in your possession any machinery, furniture, vending or gaming equipment, postage meters, computers or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of property should be reported in this section. This information is for office use only. Assessments will be made to the owner/lessor. If you have no leased/loaned equipment on hand write "none" in this section.

Affirmation: If this form is not signed by an authorized person, it will be rejected and could be subject to penalties. Please read the information regarding who may sign the listing form. Listings submitted by mail shall be deemed filed as of the date shown on the post-mark affixed by the U.S. Postal Service. Any other indication of the date mailed (such as your own postage meter) is not considered and the listing shall be deemed filed when received in the Tax Administration Office. Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner, to evade or defeat the taxes imposed under this subchapter (of the Revenue Laws), whether by removal or concealment of property or otherwise, shall be guilty of a Class 2 misdemeanor (punishable by IMPRISONMENT UP TO 60 DAYS).