

BEAUFORT COUNTY TAX ADMINISTRATION NORTH CAROLINA BUSINESS PERSONAL PROPERTY LISTING IMPORTANT - INSTRUCTIONS ENCLOSED

A 10% Late Listing Penalty will be assessed on all listings received or postmarked after January 31st.

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FOR DEPARTMENT USE ONLY

City, Fire, Rescue			Tax Year	Penalty	Total
			2022		
DEPRECIABLE PROPERTY	VEHICULAR EQUIPMENT	CONSTR IN PROGRESS	SUPPLIES		

Name and Address:

PHYSICAL ADDRESS: _____
 REAL ESTATE OWNED BY: _____
 WERE ANY IMPROVEMENTS MADE TO THE REAL ESTATE DURING THE PRIOR YEAR? Yes__ No__ IF YES, ATTACH ADDITIONAL SHEET WITH DESCRIPTION AND CONSTRUCTION COST
 SOC. SEC # / FED. ID #: _____
 PRINCIPAL BUSINESS ACTIVITY: _____
 IF OUT OF BUSINESS, COMPLETE THIS SECTION - DATE CEASED _____
 CHECK ONE: Sold___ Bankrupt___ Closed___ Other _____
 SOLD EQUIPMENT/FIXTURES/SUPPLIES TO: _____
 BUYERS ADDRESS & PHONE: _____

Abstract Number	Alpha Number

SCHEDULE A: DEPRECIABLE PERSONAL PROPERTY - SEE INSTRUCTIONS

GROUP (1) Machinery & Equipment				
YEAR ACQ	COST	ADDITIONS	DELETIONS	YEARLY TOTALS
2021				
2020				
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
PRIOR				
TOTAL				
GROUP (2) Construction in Progress				
LIST TOTAL OF ALL PERSONAL PROPERTY EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE				
TOTAL CIP: \$				
GROUP (3) Furniture & Fixtures				
YEAR ACQ	COST	ADDITIONS	DELETIONS	YEARLY TOTALS
2021				
2020				
2019				
2018				
2017				
2016				
2015				
2014				
PRIOR				
TOTAL				

GROUP (4) Computer Equipment				
YEAR ACQ	COST	ADDITIONS	DELETIONS	YEARLY TOTALS
2021				
2020				
2019				
2018				
PRIOR				
TOTAL				
GROUP (5) Leasehold Improvements				
YEAR ACQ	COST	ADDITIONS	DELETIONS	YEARLY TOTALS
2021				
2020				
2019				
2018				
2017				
2016				
2015				
PRIOR				
TOTAL				
GROUP (8) Farm Equipment/Other				
YEAR ACQ	COST	ADDITIONS	DELETIONS	YEARLY TOTALS
2021				
2020				
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
PRIOR				
TOTAL				

SCHEDULE B: VEHICULAR EQUIPMENT

See reverse side of this form to list the following: Unlicensed Vehicles, Permanently Tagged Trailers, IRP Plated Vehicles, Boats, Boat Motors, Mobile Homes, Aircraft, Farm Tractors, Combines, Harvesters, Etc.

RETURN TO: **TAX ASSESSOR** **PHONE: (252) 975-2247**
P.O. BOX 160
WASHINGTON, NC 27889

SCHEDULE B: VEHICULAR EQUIPMENT - Unlicensed Vehicles, Boats, Boat Motors, Mobile Homes, Aircraft, Tractors, Combines, Etc.

DRAW A LINE THROUGH ANY ITEM LISTED BELOW NOT IN YOUR POSSESSION ON JANUARY 1

ADD PROPERTY PURCHASED OR MOVED TO THIS COUNTY SINCE LAST YEAR										
TYPE	YEAR	MAKE	MOTOR I.D. NUMBER/ MODEL/DESCRIPTION	BOAT H/P	BOAT LENGTH	BOAT REGIS#	MOBILE HOME WIDTH X LENGTH	ORIGINAL COST	YEAR ACQUIRED	FOR OFFICE USE ONLY
TOTAL										

SCHEDULE C: SUPPLIES AS OF JANUARY 1 (LIST AT 100% ORIGINAL COST)	
OFFICE, MEDICAL, DENTAL, BEAUTY, MAINTENANCE AND JANITORIAL SUPPLIES	\$ _____
FUELS (HELD FOR CONSUMPTION)	\$ _____
REPLACEMENT PARTS OR SPARE PARTS	\$ _____
RESTAURANT, HOTEL, AND MOTEL SUPPLIES (LINENS, CHINA, SILVERWARE, ETC.)	\$ _____
ALL OTHER INCLUDING EXPENSED ITEMS (SPECIFY)	\$ _____
TOTAL	\$ _____

SCHEDULE D: PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS					
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE OR ACCT#	MO. PAYMENT	COST NEW	START/END LEASE DATES

BUSINESS INFORMATION	
LOCATION OF ACCOUNTING RECORDS _____	DATE BUSINESS (FISCAL) YEAR ENDS _____
DATE BUSINESS BEGAN IN THIS COUNTY _____	CONTACT PERSON FOR AUDIT _____
CONTACT PERSON FOR AUDIT _____	ADDRESS & PHONE _____
NAICS CODE # _____	NAME IN WHICH BUSINESS WAS LISTED LAST YEAR _____
OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED _____	
CHECK ONE: <input type="checkbox"/> CORPORATION <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> OTHER (SPECIFY) _____	BUSINESS CATEGORY (CHECK ONE) <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> SERVICE <input type="checkbox"/> LEASING/RENTAL <input type="checkbox"/> FARMING <input type="checkbox"/> OTHER (SPECIFY) _____

AFFIRMATION LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON / SEE INSTRUCTIONS

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

Listing **MUST** be signed by the taxpayer, a principal officer of the taxpayer, a **FULL-TIME** employee of the taxpayer who has been officially empowered by the principal officer to list the property, or an authorized agent of the taxpayer.

SIGNATURE _____	DATE _____	PREPARER OTHER THAN THE TAXPAYER _____	DATE _____
TITLE _____	EMAIL _____	TELEPHONE # _____	ADDRESS _____
			EMAIL _____
			TELEPHONE # _____

Any individual who willfully makes and subscribes an abstract listing required by this Subchapter (of Revenue Laws) which the individual 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.

BUSINESS PERSONAL PROPERTY INSTRUCTIONS

WHO MUST FILE A LISTING, AND WHAT TO LIST -

Any individual(s) or business(es) owning or possessing personal property used or connected with a business or other income producing purpose on January 1. Temporary absence of personal property from the place at which it is normally taxable shall not affect this rule. For example, a lawn tractor used for personal use to mow the lawn at your home is not listed. However, a lawn tractor used as part of a landscaping business in this County must be listed if the lawn tractor is normally in this County, even if it happens to be in another state or county on January 1.

NCGS 105-308 reads that . . . “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.” A class 2 misdemeanor is punishable by imprisonment for up to sixty days.

WHEN, WHERE, AND HOW TO LIST -

Listings must be filed during the month of January with the
Beaufort County Tax Assessor
P.O. Box 160, Washington, NC 27889
Phone: (252) 975-2247 Fax: (252) 940-6152

As required by state law, late listings will receive a penalty. An extension of time to list may be obtained by sending a written request showing “good cause” to the County Assessor by January 31.

Read these INSTRUCTIONS for each schedule or group. If a Schedule or Group does not apply to you, indicate so on the listing form, **DO NOT LEAVE A SECTION BLANK, DO NOT WRITE “SAME AS LAST YEAR”**. A listing form may be rejected for these reasons and could result in late listing penalties.

INFORMATION SECTION

Complete all sections at the top of the form, whether or not they are addressed in these INSTRUCTIONS. Attach additional sheets if necessary.

- Physical Address: Note here the location of the property. The actual physical location may be different from the mailing address.

- Real Estate: If any improvements were made to the real estate during the prior year, please attach a sheet with description and construction cost.

- Social Security Number: This number is requested pursuant to G.S. 132-1.10, G.S. 143-64.60 and 42 U.S.C. Section 405 (c)(2)(C)(i), a provision of federal law that permits state and local governments to require an individual to provide their social security number as part of the administration of a state or local tax. The social security number will be used to facilitate collection of property taxes if you do not timely and voluntarily pay the taxes. Using the social security number will allow the tax collector to claim payment of an unpaid property tax bill from any state income tax refund that might be otherwise owed to you. Your social security number may be shared with the state for this purpose. In addition, your social security number may be used to attach wages or garnish bank accounts for failure to timely pay taxes.

- Principal Business Activity: What does the listed business do? For example: Tobacco Farmer, Manufacture Electrical Appliances, Laundromat, Restaurant.

- If Out of Business: If the business we have sent this form to has closed, complete this section and attach any additional information regarding the sale of the property.

SCHEDULE A: DEPRECIABLE PERSONAL PROPERTY

Reported Cost

• **The costs of assets acquired should be entered under “Additions” in the row corresponding to the year it was acquired.**

• **The deletion of an asset should be at 100% original cost and recorded under “Deletions” in the same year the asset was acquired.**

Note that the cost information you provide must include all costs associated with the acquisition as well as the costs associated with bringing that property into operation. These costs may include, but are not limited to, invoice cost, trade-in allowances, freight, installation costs, sales tax, and construction period interest. For example, a manufacturer of textiles purchased a knitting machine last year for

\$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. If there were no other costs incurred, the total cost that the manufacturer should report is \$10,600. The \$10,600 should be added in group (1) under “Additions” and the “Yearly Totals” column.

The cost figures reported should be historical cost, that is the original cost of an item when first purchased, even if it was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment last year for \$100, but the individual you purchased the equipment from acquired the equipment in 2009 for \$1000. You, the current owner, should report the property as acquired in 2009 for \$1000.

Property should be reported at its market cost at the retail level of trade. For example, a manufacturer of computers can make a certain model for \$1000 total cost. It is typically available to any retail customer for \$2000. If the manufacturer uses the model for business purposes, he should report the computer at its market cost at the retail level of trade, which is \$2000, not the \$1000 it actually cost the manufacturer.

Schedule A is divided into six (6) groups. Each is addressed below. Some listing forms may have pre-printed figures in the “Cost” column. These figures are the costs that were reported on last year’s listing. Use the “Additions” and “Deletions” column to denote changes from “Cost” column to “Yearly Totals”. The “Cost” plus “Additions” minus “Deletions” should equal “Yearly Totals”. The “Cost” should be the 100% costs of all depreciable personal property (**including those fully depreciated**) in your possession on January 1. Round amounts to the nearest dollar.

Group (1) Machinery & Equipment

This is the group used for reporting the cost of all machinery and equipment. This includes all warehouse and packaging equipment, as well as manufacturing equipment, production lines, hi-tech or low-tech. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business.

Group (2) Construction in Progress (CIP)

CIP is business personal property which is under construction on January 1. The accountant will typically not capitalize the assets under construction until all of the costs associated with the asset are known. In the interim period, the accountant will typically maintain the costs of the asset in a CIP account. The total of this account represents investment in personal property, and is to be listed with the other capital assets of the business during the listing period. List in detail. If you have no CIP, write “none”.

Group (3) Furniture & Fixtures

This group is for reporting the 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, and burglar alarm systems.

Group (4) Computer Equipment

This group is for reporting the costs of non-production computers and peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as the monitors, printers, scanners, magnetic storage devices, cables, and 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 high tech equipment such as proprietary computerized point of sale equipment or high tech medical equipment, or computer controlled equipment, or the high-tech computer components that control the equipment. This type of equipment would be included in Group (1) or “other”.

Instructions (Continued)

Group (5) Improvements to Leased Property

This group includes improvements made by or for the business to real property leased or used by the business. The improvements may or may not be intended to remain in place at the end of the lease, but they must still be listed by the business unless it has been determined that the improvements will be appraised as real property by the County for this tax year. Contact the appropriate County to determine if you question whether these improvements will be appraised as real property for this tax year. If you have made no improvements to leased property write "none". Do not include in this group any Store Equipment-Group (1) or Office Furniture and Fixtures-Group (3).

Group (8) Farm Equipment/ Other

Farm Equipment: This group is for reporting farm equipment such as cultivators, plows, planters, hog and poultry equipment, etc.
Other: This group is also for equipment other than those listed above.

SCHEDULE B: VEHICULAR EQUIPMENT - Attach Additional Sheets If Necessary.

This schedule is for reporting Mobile Homes, Farm Tractors, Combines, Harvesters, Boats, Boat Motors, Aircraft, Unregistered Motor Vehicles, Multi-Year and Permanently Tagged Trailers, and IRP (International Registration Plan) Plated Vehicles. DO NOT list short-term rental vehicles or motor vehicles with a current North Carolina Registration. If the vehicle is located in North Carolina, but has another state's tag, list them here.

SCHEDULE C: SUPPLIES

Almost all businesses have supplies. These include, but are not limited to those items described on the listing form.

The temporary absence of property on January 1 does not mean it should not be listed if that property is normally present. Supplies that are immediately consumed 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.

Even though inventory is exempt, supplies are not. Even if a business carries supplies in an inventory account, they remain taxable.

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

If on January 1, you have in your possession any business machines, machinery, furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of the 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 none, write "none" in this section. If property is held by a lessee under a "capital lease" where there is a conditional sales contract, or if title to the property will transfer at the end of the lease due to a nominal "purchase upon termination" fee, then the lessee is responsible for listing under the appropriate group.

BUSINESS INFORMATION

Location of Accounting Records/ Contact Person for Audit: In case the Tax Office needs additional information, or to verify the information listed, list the person to be contacted here.

Other N.C. Counties Where Personal Property is Located: If your business has property normally located in other counties, list those counties here.

AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to penalties. Read the information on this section of the form regarding who may sign the listing form.

Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark 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 to be filed when received in the Office of the Tax Assessor.

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).

BEAUFORT COUNTY TAX ASSESSOR

Business Personal Property

220 N Market St.

P.O. Box 160

Washington, NC 27889

Phone: (252) 975-2247

Fax: (252) 940-6152

Email: BPPemail@co.beaufort.nc.us

