

Welcome





How Does Electronic Listing Service Work?

Step 1 – Listings are mailed or emailed to the Taxpayers

Step 2 – Inserts are put into the outgoing printed listings introducing the option of completing the listing electronically

Step 3 – The Taxpayer or Agent (CPA) of the Taxpayer signs up as a user of the system

Step 4 – The prepopulated listing is available online for the Taxpayer or Agent to amend, sign or request extensions

Step 5 – Once completed the Taxpayer or Agent submits the listing form

Step 6 – County receives the PDF of the completed form

Step 7 – Return next year



Features

- **Security**, *User creates their own User Name & Password*
- **Multiple Listings – One Taxpayer**, *Easy access in one list*
- **Multiple Accounts – One Agent/CPA**
- **Multiple Counties**
- **Print/Preview Drafts Before Submission**
- **Extension Filing**, *Multiple accounts, one submission*
- **Auto Extensions via Email notifications**
- **County Administration Portal**, *“quick view” of Extensions & Submittals*
- **FileZilla**, *FTP site for County to view Extension/Submissions*



Taxpayer Benefits

- Modern Way of Listing
- Accuracy
- Previous Years Prepopulated
- “Shopping Cart” Technology
- Simplicity
- Status Updates
- Easy Extension Request
- Edit Screen
- Upload PDF Attachments – PDF for security reasons

County Benefits

- Improved Efficiency
- Extensions Auto Approved via Email
- Notifies County of extensions via FTP and/or email, if requested
- Merging multiple services for County delivery
- Single Data Load – Print/Mail & Electronic Listings
- Status Updates
- Upload Capabilities

Ease of Use!



County Uploads Data to SouthData

SouthData Processes and Converts Listing Data

Print & Mail

Single data upload

SouthData Prints & Mails Listing Forms with Insert

Taxpayer or Agent Completes the Form and Mails

Scan

Forms are Scanned to PDF and Indexed

Forms are Scanned to PDF and Indexed

PDF is Published to FTP Site

Forms are Returned to the County

Online

Data is Adjusted for Online Form

If the printed form mirrors the state form, no adjustment is necessary

Prepopulated Form is Published to the Online Listing Site

Taxpayer or Agent Completes the Form and Submits

With attachments, if needed

Form is Converted to PDF

PDF is Published to FTP Site

State of North Carolina
2018 Business Personal Property Listing
Please Login

[Back to home page](#)

ToniaBowen

.....

[Forgot your Username?](#) [Forgot your Password?](#)

Login

State of North Carolina
2018 Business Personal Property Listing
Please Sign Up

Already a member? [Login](#)

* Required Fields

ToniaBowen

tbowen@ctsinc.us

.....

County Tax Services, Inc.

President

Demo

919-781-4666

919-781-4667

Authorized Agent

County Tax Services, Inc

P. O. Box 37642

Address2

Raleigh

NC

27627

Register

Registration Screen for New Users

Add/Edit Registered Accounts

2018 Business Personal Property Listing

User:ToniaBowen Logout Profile

Registered Accounts - 3

Click Account number to open listing form

	Account	Identifier	Company	County	Last Worked	Status	Remove
<input type="checkbox"/>	15	153	DEMO COMPANY 15	Demo	09/08/2017	unworked	X
<input type="checkbox"/>	15	151	DEMO COMPANY 15	Demo	09/08/2017	Extension Filed	X
<input type="checkbox"/>	15	152	DEMO COMPANY 15	Demo	09/08/2017	Submitted	X

Check All

Uncheck All

For all Checked accounts:

File for an Extension

Add New Listing

Demo



Enter Account Number

Add Account

Account Profile

Welcome ToniaBowen ([Logout](#))
[Return to Account List](#)

15_153 - Demo County
[Manage Uploads](#)

[Print Draft](#)

[Request an Extension](#) Until April 17, 2018
[Submit form](#)

Company Info	(A) Personal Property	(B) Vehicular Equipment	(C) Leased Property	(D) Separately Scheduled Property	(E) Farm Equipment	(F) Intangible Personal Property	(G) Acquisitions and Disposals	(H) Real Estate Improvements	(I) Billboards Outdoor Advertising Structures	(J) Leased Equipment	+ Add Schedule
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Account Number: 15	Account ID: 153
Business Name: DEMO COMPANY 15	
DBA:	
Address: P O BOX 15	
	Anywhere NC 22221
Other N.C. Counties where personal property is located	
Contact person for audit	JoAnn Smith
Address And Phone Number	P. O. Box 123456
	Anywhere NC 22221
	919-555-5555
Physical Address	123 Demo Road, Anywhere NC
Real Estate Owned By	
Principal Business in this county?	Retail
Location of Accounting Records	
Name in which business was listed last year	Demo Company 15
Edit Business Info	

Standard Industrial Classification Code (SIC #)	
NAICS Code	
Date business began in this county	
Date business (fiscal) year ends	
Business Type	
Business Category	
Retail	
If Out of Business	
Date Ceased	
Reason	
Sold To:	
Buyers Phone	
Buyers Address	

[Instructions](#)

Save Changes

Business Name:	DEMO COMPANY 15
Doing Business As:	
Address	
Street	P O BOX 15
City	Anywhere
State	NC
Zip	22221
Other N.C. Counties where personal property is	
Contact Person For Audit ^(?)	
Name	JoAnn Smith
Phone	919-555-5555

Schedules/Edits/ Instructions

Welcome ToniaBowen ([Logout](#))

[Return to Account List](#)

15_153 - Demo County

[Manage Uploads](#)

[Print Draft](#)

[Request a](#)

[Submit for](#)

Company Info	(A) Personal Property	(B) Vehicular Equipment	(C) Leased Property	(D) Separately Scheduled Property	(E) Farm Equipment	(F) Intangible Personal Property	(G) Acquisitions and Disposals	(H) Real Estate Improvements	(I) Billboards Outdoor Advertising Structures	(J) Leased Equipment	+ Add Schedule
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Schedule A - Personal Property

See [Instructions](#)

Year Acquired	Group (1) Machinery & Equipment - Edit ⁽²⁾				Year Acquired	Group (3) Office Furniture & Fixtures Edit ⁽²⁾			
	Original Cost	Additions	Deletions	Curr Yr Cost		Original Cost	Additions	Deletions	Curr Yr Cost
2017		0		0	2017		1,253		1,253
2016	0	0	0	0	2016	0	0	0	0
2015	0	0	0	0	2015	0	0	0	0
2014	0	0	0	0	2014	0	0	0	0
2013	0	0	0	0	2013	0	0	0	0
2012	0	0	0	0	2012	2,450	0	225	2,225
2011	0	0	0	0	2011	0	0	0	0
2010	0	0	0	0	Prior	10,694	0	0	10,694
2009	0	0	0	0	Total	13,144	1,253	(225)	14,172
2008	0	0	0	0					
2007	0	0	0	0					
2006	0	0	0	0					
2005	0	0	0	0					
2004	0	0	0	0					
2003	0	0	0	0					
2002	0	0	0	0					
Prior	0	0	0	0					
Total	0	0	(0)	0					

[Edit Group \(3\) Office Furniture & Fixtures](#)

Year Acquired	Group (4) Computer Equipment Edit ⁽²⁾			
	Original Cost	Additions	Deletions	Curr Yr Cost
2017		0		0
2016	0	0	0	0
2015	0	0	0	0
2014	0	0	0	0
Prior	0	0	0	0
Total	0	0	(0)	0

[Edit Group \(4\) Computer Equipment](#)

[Edit Group \(1\) Machinery & Equipment](#)

Group (2) Construction In Progress	
List total of all personal property expenditures in CIP account on January 1, but not included above - Itemize in Schedule G. See Instructions	
Total CIP \$	0
Edit CIP	

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 major assets that are still connected with the business. For example, a manufacturer of textiles purchased a knitting machine in October 2006 for \$10,000. report is \$10,600, if there were no other costs incurred. The \$10,600 should be added in group (1) to the 2006 current year's cost column.

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 of the asset in a CIP account. The total of this account represents investment in tangible personal property, and is to be listed with the other capital

Group (3) Office 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, copiers, systems, and burglar alarm systems.

Schedule A - Group (3) Office Furniture & Fixtures				
Year Acquired	Original Cost	Additions	Deletions	Curr Yr Cost
2017		1253		1253
2016	0	0	0	0
2015	0	0	0	0
2014	0	0	0	0
2013	0	0	0	0
2012	2450	0	225	2225
2011	0	0	0	0
Prior	10694	0	0	10694
Totals	13144	1253	225	14172

[Save Schedule](#)

Attach/Upload External PDF's to Listing

Welcome ToniaBowen ([Logout](#))

[Return to Account List](#)

15_151 - Demo County

[Manage Uploads](#)

Schedule G - File Uploads
FileName

If you would like to include an attachment of your aquisitions and disposals, you may upload only a PDF file.

C:\Users\toniabowen\Desktop\Sample DP for OLL

[Return to the main listing form](#)

Submit Form

User MUST Type Their Name for Electronic Signature or it Will NOT be Accepted.

Welcome ToniaBowen ([Logout](#))

15_152 - Demo County

An extension has been granted until April 17, 2018

[Return to Account List](#)

You are about to file your business personal property with Demo County. **Once you submit your form you will no longer be able to make changes to it.** You will be able to print a copy for your records, but you will not have to mail a copy of your form to the county.

Once submitted you will receive an email notification that your form has been printed. If you don't receive this email notification please check your junk mail filter.

Affirmation

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

For Individual Tax Payers: Taxpayer Guardian Authorized Agent Other Person

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

Principal Officer of the Taxpayer Full-time employee of the taxpayer

If Authorized Agent capacity is selected, is NCDOR Form AV-59 on file for this taxpayer - Check one Yes No

Under penalties prescribed 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 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.)

Listing MUST BE SIGNED by the taxpayer, a principal officer, or a FULL-TIME employee of the taxpayer who has been officially empowered by the principal officer to list the property

Name:
Title:
Phone:
Email:
Fax:

Agent:
Address:
Address:
City:
State: Zip:

FINAL SIGNATURE(MUST BE COMPLETED BEFORE SUBMITTING)

or [Return to main form](#) without submitting the form at this time.

Confirmation to Taxpayer

Welcome ToniaBowen ([Logout](#))

15_152 - Demo County

Your Form has been submitted

[Return to Account List](#)

[Print/Download](#)

Your form has been submitted and you should receive email confirmation shortly.

[Return to main listing form](#)

Email is sent to Taxpayer with submitted PDF attached & PDF is now available to the County via FileZilla.



Fri 9/8/2017 10:24 AM

CTSI OLLS <noreply@ctsi-olls.net>

CTSI OLLS - Submission Receipt

To Tonia Bowen

Message

15_152.pdf (883 KB)

Demo Submission Receipt for: 15_152.

If you have any questions please contact the county.

Please don't reply to this message. For technical support please email support@ctsi-olls.net

FileZilla Main Screen

FileZilla
 File Edit View Transfer Server Bookmarks Help New version available!

Host: Username: Password:

Status: Starting download of /Demo/13_131.pdf
 Status: File transfer successful, transferred 898,119 bytes in 1 second
 Status: Disconnected from server

Local site: C:\CTSI-OLLS\Demo\ Remote site: /Demo

CTSI-OLLS Demo Extensions Previews

Filename	Filesize	Filetype	Last mod
..			
Extensions		File folder	9/8/2017
Previews		File folder	9/8/2017
13_131.pdf	898,119	Adobe Acr...	9/8/2017
15_152.pdf	904,350	Adobe Acr...	9/8/2017

15_152.pdf - Adobe Reader

File Edit View Window Help

1 / 3 75.5%

Comment Share

County: Demo/Account: 15/152/DEMO COMPANY 15 1

COUNTY OF Demo North Carolina **2017 BUSINESS PERSONAL PROPERTY LISTING**

FOR DEPARTMENT USE ONLY	ACCOUNT NUMBER	DATE	TWP	DISTRICT	CITY	PENALTY	VALUE
1	2	3	4	5	6	7	
8	B	D	E	F	TOTAL		

Business Legal Name or Individual's Name: DEMO COMPANY 15
 Trade Name or DBA:
 Address: P O BOX 15
 City: DURHAM State: NC Zip: 11155-1234

PRINCIPAL BUSINESS IN THIS COUNTY:
 SIC # OR NAICS CODE:
 DATE BUSINESS BEGAN IN THIS COUNTY:
 DATE BUSINESS (FISCAL) YEAR ENDS:

FILL IN APPLICABLE CIRCLE:
 PARTNERSHIP SOLE PROPRIETORSHIP UNINCORPORATED ASSOCIATION
 LLC CORPORATION OTHER (SPECIFY)

FILL IN APPLICABLE CIRCLE: BUSINESS CATEGORY
 RETAIL WHOLESALE MANUFACTURING
 SERVICE LEASING/RENTAL FARMING
 OTHER (SPECIFY)

IF OUT OF BUSINESS COMPLETE THIS SECTION
 DATE CEASED:
 FILL IN APPLICABLE CIRCLE:
 SOLD CLOSED BANKRUPT OTHER
 SOLD EQUIPMENT, FIXTURES, SUPPLIES TO:
 BUYER'S ADDRESS & PHONE:

NOTE: Business owners who acquired an existing business in the previous year (2015) contact the county tax office for important listing instructions. Click on the link below for a list of county tax office phone numbers and addresses.

SCHEDULE A PERSONAL PROPERTY - SEE INSTRUCTIONS

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST		PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2016		0		0	2016		0		0
2015	0	0	0	0	2015	0	0	0	0
2014	0	0	0	0	2014	0	0	0	0
2013	0	0	0	0	2013	0	0	0	0
2012	0	0	0	0	2012	0	0	0	0

13

FileZilla - Extensions

FileZilla

File Edit View Transfer Server Bookmarks Help New version available!

Host: Username: Password: Port: Quick

Status: Logged in
Status: Retrieving directory listing of "/Demo/Extensi
Status: Directory listing of "/Demo/Extensions" succe

Local site: C:\CTSI-OLLS\Demo\Extensions\

- CTSI-OLLS
 - Demo
 - Extensions
 - Previews

Filename	Filesize	Filetype	Last mod
..			
15_151.txt	341	Text Docu...	9/8/2017
15_152.txt	341	Text Docu...	9/8/2017
15_153.txt	341	Text Docu...	9/8/2017

15_153.txt - Notepad

File Edit Format View Help

Demo County Extension Request
DEMO COMPANY 15

An extention has been requested and granted for Account #15_153
You must submit your listing forms with the county by April 17, 2018

If you have any questions please contact the county. For technical questions please email :

Please don't reply to this mesage

County Administration Portal – Submittals & Extensions

2018 Business Personal Property Listing - Demo

User:Tonia Logout Profile

County

Goto --> [Account Listing](#)

Submittals

Account	Identifier	Company	County	Submitted
15	152	DEMO COMPANY 15	Demo	2017-09-08 07:23:57

Extensions

Account	Identifier	Company	County	Extension
15	151	DEMO COMPANY 15	Demo	2017-09-08
15	152	DEMO COMPANY 15	Demo	2017-09-08

Questions?

For More Information Contact:

County Tax Services, Inc. (CTSI)

Tonia Price (Bowen)

(919) 781.4666

1.866.316.CTSI (2874)

tbowen@ctsinc.us

SouthData

Lora Southard

(336)719.5000

(336) 688-5385

lhsouthard@southdata.com

