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SCHEDULE A - CONTINUED **PERSONAL PROPERTY - SEE INSTRUCTIONS** GROUP (6) EXPENSED ITEMS **GROUP (5) IMPROVEMENTS TO LEASED PROPERTY** YEAR YFAR ACQUIRED ACQUIRED PRIOR YR. COST ADDITIONS DELETIONS CURR, YR, COST PRIOR YR. COST ADDITIONS DELETIONS CURR. YR. COST 2018 2018 2017 2017 2016 2016 2015 2015 2014 2014 2013 2013 2012 2012 2011 2011 2010 2010 2009 2009

2008

2007

2006

2005

PRIOR

TOTAL

GROUP (7) SUPPLIES LIST COST ON HAND AS OF JANUARY 1						
	COST		COST			
1. OFFICE, MAINTENANCE, JANITORIAL, MEDICAL, DENTAL, BARBER AND BEAUTY SUPPLIES		5. RENTAL ITEMS NOT SOLD IN THE NORMAL COURSE OF BUSINESS AND NOT LISTED ELSEWHERE IN SCHEDULE A				
2. FUELS HELD FOR CONSUMPTION		6. ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED ABOVE				
3. REPLACEMENT PARTS AND SPARE PARTS		TOTAL				
4. RESTAURANT AND HOTEL ITEMS SUCH AS LINENS, CLEANING SUPPLIES AND COOKWARE NOT LISTED ELSEWHERE IN SCHEDULE A						

SCHEDULE B

2008

2007

2006

2005

PRIOR

TOTAL

VEHICULAR EQUIPMENT & MOBILE HOMES OR MOBILE OFFICES

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.

 Does your business own any Unregistered Motor Vehicles? Does your business own any Multi-year or permanently registered Trailers? 	O YES		If yes attach schedule III B-1
3. Does your business own any special bodies on vehicles?	O YES	O NO	
 Does your business own any IRP (International Registration Plan) plated vehicles? NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed within the second second		○ NO unty tax office as	part of the business personal property listing
form process, unless they are already being reported as part of your Public Se	rvice Valuation	n with the N.C. De	partment of Revenue
5. Does your business own any watercraft or engines for watercraft?	O YES	O NO	If yes attach schedule III B-2
6. Does your business own any Mobile Homes or Mobile Offices?	O YES	O NO	If yes attach schedule III B-3
7. Does your business own any Aircraft?	O YES	O NO	If yes attach schedule III B-4
8. Does your business own any vehicles held for short-term rental?	O YES	O NO	Number

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.**

1.	Does your business hold any Leased Property, owned by another party (are you a lessee)?	O YES	O NO
2.	Do you have any property used by your business, or in your possession that is owned by others?	O YES	O NO
3.	Do you operate a mobile home park, campground, marina, aircraft storage facility or similar business?	O YES	O NO

SCHEDULE D	SCHEDULE D SEPARATELY SCHEDULED PROPERTY									
scheduled for in	1. Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes? YES NO Please describe the items and estimated value of items if applicable. Image: Control of the items and estimated value of items if applicable. Image: Control of the items and estimated value of items if applicable.									
SCHEDULE E		FAF	RM EQUI	PMENT						
Does your business	own any tractors, implemer	its, bulk barns, and/or ot	her farm e	quipment?	O YES	<u>NO</u> (Cost on schedule A			
If so, list and attach	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 F INTANGIBLE PERSONAL PROPERTY										
Do you lease or rent real property from exempt owners, such as a church, local, state or federal government, an airport authority, university, or other exempt owner?										
	NAME AND ADDRESS OF OWNER		DESCRIP	TION OF PROPERTY	DATE OF LEASE AND LEASE TERM	MONTHLY PAYMEN	NT ACCT. #			
SCHEDULE G		ACQUISITIONS		SPOSALS DETA						
	posals detail of machinery, e is not enough room below, a			d computer equipme	nt, and improveme	ents to leased prop	erty in the			
ACQUISITIO	NS - ITEMIZE IN DETAIL	100% ORIGINAL COST		DISPOSALS - ITEMIZE IN	DETAIL Y	EAR ACQUIRED	100% ORIGINAL COST			
SCHEDULE H		REAL EST	ATE IMF	PROVEMENTS						
	endar year, did your business nformation on such improven		nd/or other	additions to real prop	erty owned by you	ir business? If yes	s, attach separate			
SCHEDULE I	BILL	BOARDS - OUTDO	OOR AD	VERTISING STR	UCTURES					
	own any billboards - outdoo ate Schedule I-1 with reques)	O YES	O NO					
SCHEDULE J		LEAS	SED EQI	JIPMENT						
	lease equipment to others? ate Schedule J-1 with reque			O YES	O NO					
	IST BE SIGNED BY A LEG		FIRMA RSON - PI		acity in which yo	u are signing the	affirmation.			
For Individual Tax	payers: Taxpayer	Guardian Au	thorized A			vledge of and char n and property of t				
For Corporations,	Partnerships, Limited Lial	oility Companies, Unin	corporate	d Associations:						
Principal Office	er of the Taxpayer	Full-time employee of the property and sign	•	ayer who has been of ation. Title	ficially empowered	by a principal offi	cer to list			
Authorized age	ent. If this capacity is select	ed, I certify that I have N	ICDOR Foi	rm AV-59 on file for th	is taxpayer:	Yes 🗌 N	lo			
and any other infor	escribed by law, I affirm that to mation is true and complete axpayer's property subject to	(If this is signed by an	individual	other than the taxpav	er. he affirms that	he is familiar with	the extent and true			
Signature		Date		Authorized Agent Addres	S					
Telephone Number		Fax Numbe	r	Email Address						
Any individual who which he does not up to 60 days).	willfully makes and subscr believe to be true and cor	ibes an abstract listing rect as to every materi	required by al matter s	y the Subchapter II of shall be guilty of a C	Chapter 105 of t lass 2 misdemea	ne North Carolina nor. (Punishable	General Statutes by imprisonment			

INSTRUCTIONS – Listings due By January 31.

Commonly Asked Questions

Who must file a listing, and what do I 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 <u>normally</u> 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 of up to 60 days

When and where to list?

Listings are due on or before January 31. They must be filed with the County Tax Department. DO NOT FILE THIS FORM WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE. This form will not be accepted by the NC Department of Revenue.

A list of county tax office addresses can be found at the NC Department of Revenue's Website. http://www.dor.state.nc.us/publications/property.html

As required by state law, late listings may result in a discovery with 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.

How do I list? -- Three important rules:

 (1) Read these INSTRUCTIONS for each schedule or group. Contact your county tax office if you need additional clarification.
 (2) If a Schedule or Group does not apply to you, indicate so on the listing form, <u>DO NOT</u> LEAVE A SECTION BLANK, <u>DO NOT</u> WRITE "SAME AS LAST YEAR". A listing form may be rejected for these reasons and could result in late listing penalties.
 (3) Listings must be filed based on the tax district where the property is physically located. If you have received multiple listing forms, each form must be completed senartely. separately.

INFORMATION SECTION

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

Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
 Contact person for audit: In case the county tax office needs additional information, or to verify the information listed, list the person to be contacted here.
 Physical address: Please note here the location of the property. The actual physical location may be different from the mailing address. Post Office Boxes are not accentable.

not acceptable.

not acceptable.
(4) Principal Business in this County: What does the listed business do? For example: Tobacco Farmer, Manufacture electrical appliances, Laundromat, Restaurant. The SIC or NAICS code may help describe this information, if you do not know the SIC or NAICS code, please write "unknown".
(5) Complete other requested business information. Make any address changes.
(6) 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

The year acquired column: The rows which begin "2018" are the rows in which you report property acquired during the calendar year 2018. Other years follow the same format.

Schedule A is divided into eight (8) groups. Each is addressed below. Some counties may have the column "Prior Years Cost" pre-printed. This column should contain the cost information from last year's listing. If it does not, please complete this column, referring back to your last year's listing. List under "Current Year's Cost" the 100% cost of all depreciable personal property in your possession on January 1. Include all fully depreciated assets as well. Round amounts to the nearest dollar. Use the "Additions" and "Deletions" column to explain changes from "Prior Yr. Cost" to "Current Yr. Cost". The "Prior Year's Cost" plus "Additions" minus "Deletions" should equal "Current Years Cost" If there are any additions and/or deletions, please note those under schedule G, Acquisitions and Disposals Detail. If the deletion is a transferred or paid out lease, please note this, and to whom the property was transferred.

NOTE: If you purchased an existing business and its assets since January 1, 2018, do not complete this listing form without first contacting the county tax office for further instructions.

<u>COST</u> - Note that the cost information you provide <u>must</u> include <u>all</u> 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, expensed costs, and construction period interest.

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 in 2010 for \$100, but the individual you purchased the equipment from acquired the equipment in 2002 for \$1000. You, the current owner, should report the property as acquired in 2002 for \$1000.

Property should be reported at its actual historical installed cost IF 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 it's cost at the retail level of trade, which is \$2000, not the \$1000 it actually cost the manufacturer. Leasing companies must list property they lease at the retail trade level, even if their actual cost is at the manufacturer or wholesaler level of trade.

Group (1) MACHINERY & EQUIPMENT

This is the group used 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 dish washers purchased a metal folding machine in October 2018 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total cost that the manufacturer should report is \$10,600, if there were no other costs incurred. The \$10,600 should be added in group (1) to the 2018 current year's cost column as an addition.

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) 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, 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 & peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as the 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 <u>does not include</u> high tech 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".

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 (6) Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed. (If you are able to provide the county tax office with a detailed list of costs and a description of the assets in the Expensed Items category, please do so.) Section 179 expensed items should be included in the appropriate group (1) through (4). Fill in the blank which asks for your business' "Capitalization Threshold." If you have no expensed items write "none".

Group (7) Supplies

Almost all businesses have supplies. These include normal business operating supplies. List the cost on hand as of January 1. Remember, the temporary absence of property on January 1 does not mean it should not be listed if that property is <u>normally</u> 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.

Group (8) Other

This group will not be used unless instructed by authorized county tax personnel.

SCHEDULE B VEHICULAR EQUIPMENT - ATTACH ADDITIONAL SCHEDULES IF NECESSARY

Motor Vehicles registered with the North Carolina Division of Motor Vehicles as of January 1st, do not have to be listed, with the exception of Multi-Year or Permanently Registered Trailers, Special Bodies on Vehicles, and International Registration Plan (IRP) Plated Vehicles. Please answer the questions on the form to determine if you should complete and attach separate schedules B-1 for certain other vehicles, B-2 for Watercraft or Watercraft engines, B-3 for Mobile Homes or Mobile Offices, or B-4 for Aircraft.

SCHEDULE C PROPERTY IN YOUR POSSESSION, 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 <u>any other</u> <u>equipment</u> 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 already filed the January 15th report required by §105-315, so indicate. If you have none, write "none" in this section. If property sheld 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.

SCHEDULE D, E, F, G, AND H, please answer the questions provided on the form to determine if you need to complete and attach separate schedules E-1, G-1, or H-1 to the main business personal property listing form.

AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to penalties. This section describes 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)

Name			Account			County		Ye	ar
SCHE	DULE A-1	Α		SCHEDULES FO	OR MAC	HINERY & EC			
YEAR		P (1) MACH	INERY & EQ	JIPMENT	YEAR	GROUP (1) MACHINERY & EQUIPMENT			
CQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2018					2018				
2017					2017				
2016					2016				
2015					2015				
2014					2014				
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					2008				
2007					2007				
2006					2006				
2005					2005				
2004					2004				
2003					2003				
PRIOR					PRIOR				
TOTAL					TOTAL				
YEAR	GROU	P (1) MACH	INERY & EQU	JIPMENT	YEAR	GROL	JP (1) MACH	INERY & EQU	JIPMENT
CQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2018					2018				
2017					2017				
2016					2016				
2015					2015				
2014					2014				
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					2008				
2007					2007				
2006					2006				
2005					2005				
2004					2004				
2003					2003				
PRIOR					PRIOR				
TOTAL					TOTAL				

County

Year

SCHE	DULE A-2	MU		RS SCHEDULE F		ACHINERY & EQUIPMENT			
	GROU		INERY & EQU			GROUP (1) MACHINERY & EQUIPMENT			
YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2018					1992				
2017					1991				
2016					1990				
2015					1989				
2014					1988				
2013					1987				
2012					1986				
2011					1985				
2010					1984				
2009					1983				
2008					1982				
2007					1981				
2006					1980				
2005					1979				
2004					1978				
2003					1977				
2002					1976				
2001					1975				
2000					1974				
1999					1973				
1998					1972				
1997					1971				
1996					1970				
1995					1969				
1994					PRIOR				
1993					TOTAL				

SCHEDULE B-1 UNREGISTERED MOTOR VEHICLES, TRAILER AND SPECIAL BODY INFORMATION								
YEAR	MAKE	MODEL	BODY/SIZE	TITLE #	VEHICLE ID. NUMBER (VIN)	SPEC. BODY COST	FOR OFFICE USE	

TYPE	YEAR/MAKE/MODEL	LENGTH/SIZE	REGIS. #	LOCATION	ENGINE	YEAR ACQUIRED/	FOR OFFICE US
BOAT					TYPE	ORIGINAL COST	
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
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MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
		НЧ					
BOAT		HP					

County

Year

SCHEDULE B-3 MOBILE HOMES AND MOBILE OFFICES									
YEAR	MAKE	WIDTH/LENGTH	VEHICLE ID. NUMBER(VIN)	LOCATION	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE		

County

Year

HEDULE B-4 AIRCRAFT							
YEAR	MAKE	MODEL	N NUMBER/TAIL NUMBER	LOCATION	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE	Monthly Payment	LENGTH OF LEASE	ACCOUNT OR LEASE NUMBER	SELLING PRIC

YEAR	DESCRIPTION OR MAKE	MODEL OR SERIES	GAS OR DIESEL	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE
						USE ONLY
			_			
			_			

Account

ACQUISITIONS AND DISPOSALS DETAIL						
ACQUISITIONS - ITEMIZE IN DETAIL	100% ORIGINAL COST	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% ORIGINAL COST		

Account

CHEDULE H-1 REAL ESTATE IMPROVEMENTS							
LOCATION: PARCEL NUMBER IF KNOWN	BRIEF DESCRIPTION	CONSTRUCTION COST	% COMPLETE ON JAN. 1				

	Ac	count		County				Year	
SCHEDULE I-1 BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES									
DOT PERMIT NUMBER	LOCATION	CITY/DISTRICT/NONE	BUILD DATE	CLASS AND TYPE	HAGL FEET	DISPLAY FACE SQ FT	ILLUMINATED? (Υ α' N)	ORIGINAL ELECTRONIC/DIGITAL BILLBOARD EQUIPMENT COST	COUNTY IDENTIFICATION NUMBER
				<u> </u>					
		E I-1 BILLBO		E I-1 BILLBOARDS - OUTDOOR ADVERT	E I-1 BILLBOARDS - OUTDOOR ADVERTISING S	E I-1 BILLBOARDS - OUTDOOR ADVERTISING STRUCTU	E I-1 BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES	E I-1 BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES	E I-1 BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES

Schedule J-1 Leased Equipment Schedule

Taxpayer Name: Taxpayer Address: Contact: Phone:

Taxing

District	Lessee Name	Lessee Address	Property Physical Location Address

			Item description Make, model, serial number, etc.
Asset number	Lease Number	Assessor Acct. Number	Make, model, serial number, etc.
		l	

Acquisition	Installed Cost at	Property
Year	Consumer level	Classification
	I	