







## INSTRUCTIONS – Listings due by January 31<sup>st</sup>, 2018.

### 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 1st. 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<sup>st</sup>, 2018.

NCGS §105-308 reads: "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<sup>st</sup>, 2018. Mailing address: Forsyth County Government Center, Personal Property office, P. O. Box 757, Winston Salem, NC 27102**  
**Street address: 201 N. Chestnut St. Winston Salem, NC. 27101.**

As required by state law, late listings will receive a penalty. An extension of time to list (Up Until April 15) may be obtained by sending a written request showing "good cause" to the Forsyth County Tax Administration by **January 31st, 2018.**

#### How do I list? -- Three important rules:

- (1) Read these INSTRUCTIONS for each schedule or group. Contact our office if you need additional clarification. Phone # 336-703-2300
- (2) 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.
- (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 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.

- (1) Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
- (2) Contact person for audit: In case the Assessor's Office needs additional information, or to verify the information listed, indicate the person to be contacted. Include both phone # & email address.
- (3) Physical address: Please note here the location of the property. The actual physical location may be different from the mailing address. PO and Personal Mail Boxes are 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 or disposal of the property.

### SCHEDULE A

The year acquired column: These rows indicate by year, when you acquired the property being listed. All equipment should be listed in the original year acquired.

Schedule A is divided into eight (8) groups. Each is described below. Prior year cost (Original Costs) may be 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 Current Year's Cost (Total Cost) 100% cost of all depreciable personal property in your possession on January 1, 2018. Include all fully depreciated assets as well. Round amounts to the nearest dollar. Use the "Additions" and "Deletions" column to explain changes from "Original Cost" to "Total Cost". The "Original Cost" plus "Additions" minus "Deletions" should equal "Total Cost" If there are any additions and/or deletions, please attach an acquisitions and disposals detail. (See schedule G) If the deletion is a transferred or paid out lease, please note this, and to whom the property was transferred.

**COST** - Note that 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, expensed costs, 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 it was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment in 2003 for \$100, but the individual you purchased the equipment from acquired the equipment in 1998 for \$1000. You, the current owner, should report the property as acquired in 1998 for \$1000.**

#### Multi-Situs Property Owners and Lessors

**If you own multiple properties in one or more jurisdictions, for example, leased equipment or vending equipment, please submit your asset detail in an Excel spreadsheet, with the file name, business name, and year. File should contain all equipment at cost, sorted by tax jurisdiction, and include all information needed for valuation, including but not limited to, description, year acquired, and cost at the retail level of trade, physical location, and lessee.**

**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 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. For example, a manufacturer of textiles purchased a knitting machine in October 2006 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 no other costs were incurred. The \$10,600 should be added in group (1) to the 2006 "Original Costs" cost column, every year until it is removed.

#### Group (2) Construction in Progress (CIP)

CIP is business personal property which is under construction on January 1, 2018. **The accountant will typically not capitalize the assets under construction until all of the costs associated with the asset are known. In the interim, the accountant will typically maintain the costs in a CIP account.** The total of this account represents investment in tangible 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 does not include high tech equipment such as proprietary computerized point of sale equipment or high tech medical 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) Leasehold Improvements

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 listed as real estate by the county for this tax year. Contact the county tax staff to determine whether the items are included in the real estate listing. Please attach an itemized schedule showing individual cost per item on leasehold improvements. **FAILURE TO DO SO WILL RESULT IN ALL LEASEHOLD IMPROVEMENTS BEING ASSESSED AS PERSONAL PROPERTY.** If you have made no improvements to leased property write "none".

#### Group (6) Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, have been expensed. (If you are able to provide the county tax office with a detailed list of cost and a description of the assets in the Expensed Item 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

This group is for reporting normal business operating supplies. List the cost on hand as of January 1, 2018. The temporary absence of property on January 1, 2018 does not mean it should not be listed if it is normally present. Supplies immediately consumed in the manufacturing process or that become a part of the property being sold, such as packaging materials, or a manufacturer's raw materials, 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. **Supply Types: (1) Office/Janitorial/Barber/Beauty/Medical/Dental (2) Fuels held for consumption (3) Replacement and spare parts (4) Restaurant and hotel items : linens/smallwares/cookware not listed in Schedule A (5) Rental items not sold in the normal course of business and not listed in Schedule A (6) Miscellaneous Supplies**

#### Group (8) Other

This group will be used to list all Farm Equip. and Other Long Life assets ie. Bank Vault Equipment, Safe Deposit Boxes and any other Business Personal Property assets not listed elsewhere in Schedule A.

### **SCHEDULE B: VEHICULAR EQUIPMENT –Attach additional detail as needed**

**Motor Vehicles registered with the NCDMV as of January 1 do not have to be listed. If you own Unregistered Vehicles, Multi-year tagged trailers, or special bodies attached they must be listed.**

**Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county as part of the business personal property listing process, unless listed with NCDOR as Public Service.**

### **SCHEDULE C: PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS**

If on January 1st, 2018, 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 already filed the January 15th, 2018 report required by §105-315, so indicate. 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.

**SCHEDULE G:** This schedule is to be used to identify, in detail, the acquisition and/or disposal activity reported in Schedule A. Attach an additional list if necessary.

**SCHEDULE D, F, H, I and J:** Use these forms to list to list Artwork, Displays Or Statues, Farm Equipment, Intangible Personal, Real Estate Improvements, Billboards or Outdoor Advertising Structures and Leased Equipment. These forms can be downloaded from DOR at [http://www.dornc.com/downloads/property\\_listingform.html](http://www.dornc.com/downloads/property_listingform.html)

### **AFFIRMATION**

If the form is not signed by an authorized person, it may 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)

