2020 ROCKINGHAM COUNTY 2020

BUSINESS PERSONAL PROPERTY LISTING

TO AVOID LATE LISTING PENALTY, COMPLETE AND RETURN BY JANUARY 31, 2020

RETURN TO: ROCKINGHAM COUNTY ASSESSOR • PO BOX 68 • WENTWORTH, NC 27375-0068 • (336) 342-8289

FOR DEPARTMENT USE ONLY	ACCOUNT NO.	LISTING NO.	DISTRICT	PENALTY	VALUE

PHYSICAL ADDRESS _____
LOCATION BY PARCEL # _____
REAL ESTATE OWNED BY _____
FED. ID# _____
PRINCIPAL BUSINESS IN THIS COUNTY _____
NORTH AMERICAN IND. CLASS. SYSTEM CODE (NAICS #) _____
NAME IN WHICH BUSINESS WAS LISTED LAST YEAR _____

LOCATION OF ACCOUNTING RECORDS _____
DATE BUSINESS BEGAN IN THIS COUNTY ____ / ____ / ____
DATE BUSINESS (FISCAL) YEAR ENDS ____ / ____ / ____
CHECK ONE > CORPORATION __ SOLE PROPRIETORSHIP __ PARTNERSHIP __ UNINCORPORATED ASSOCIATION __ OTHER (SPECIFY) _____
CHECK BUSINESS CATEGORY > RETAIL __ WHOLESALE __ MANUFACTURING __ SERVICE __ LEASING/RENTAL __ FARMING __ OTHER (SPECIFY) _____
OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED: _____

PLEASE MAKE NAME AND ADDRESS CHANGES AS NEEDED

SCHEDULE A — **PERSONAL PROPERTY (SEE INSTRUCTIONS)**

GROUP (1) MACHINERY & EQUIPMENT

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
PRIOR TOTAL				

GROUP (2) OFFICE FURNITURE & FIXTURES

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
PRIOR TOTAL				

GROUP (3) COMPUTER EQUIPMENT

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
2017				
2016				
PRIOR TOTAL				

GROUP (4) LEASEHOLD IMPROVEMENTS

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
PRIOR TOTAL				

GROUP (5) EXPENSED ITEMS

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
PRIOR TOTAL				

GROUP (6) OTHER

YEAR ACQUIRED	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR. YR.COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
PRIOR TOTAL				

GROUP (7) CONSTRUCTION IN PROGRESS

LIST IN DETAIL ALL EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE - SEE INSTRUCTIONS

TOTAL CIP: $

GROUP (8) SUPPLIES - SEE INSTRUCTIONS

TYPE	COST	TYPE	COST
(1) OFFICE SUPPLIES	$	(5) MEDICAL/DENTAL	$
(2) FUELS	$	(6) BEAUTY/BARBER	$
(3) SPARE PARTS	$	(7) MAINTENANCE/JANITORIAL	$
(4) ALL OTHER MISC. SUPPLIES NOT LISTED	$	SUPPLY TOTAL	$

VISIT OUR WEBSITE @ WWW.MYROCKINGHAMCOUNTYNCTAX.COM

If you need additional space to list property under Schedules B, C, and D, please attach a separate report in the same format as below.
Write "see attached" on the schedules if this is necessary.

SCHEDULE B — **VEHICULAR EQUIPMENT (SEE INSTRUCTIONS)**

GROUP (1) UNREGISTERED MOTOR VEHICLES, MULTIYEAR, IRP & PERMANENTLY TAGGED TRAILERS & VEHICLES

YEAR	MAKE	BODY/SIZE	TITLE#	VEHICLE ID NUMBER (VIN)	SPECIAL BODY COST	FOR OFFICE USE

GROUP (2) BOATS & BOAT MOTORS

TYPE	YEAR/ MAKE/ MODEL	LENGTH/HP	REGISTRATION #	LOCATION	ENGINE TYPE	ORIGINAL COST	FOR OFFICE USE
BOAT		FT					
MOTOR		HP					
BOAT		FT					

GROUP (3) AIRCRAFT

YEAR	MAKE	MODEL	SERIAL #	LOCATION	FAA #	ORIGINAL COST	FOR OFFICE USE

GROUP (4) MOBILE HOMES & OFFICES (attach additional sheets if needed)

YEAR	MAKE	WIDTH/LENGTH	TITLE #	VEHICLE ID NUMBER (VIN)	ORIGINAL COST	FOR OFFICE USE
		X				
		X				
		X				

SCHEDULE C — **PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS (THIS SECTION DUE JANUARY 15, SEE INSTRUCTIONS)**

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE # OR ACCOUNT #	MONTHLY PAYMENT	COST NEW (QUOTED)	START & END LEASE DATES

SCHEDULE D — **ACQUISITIONS AND/OR DISPOSALS**
of Machinery, Equipment, Furniture and Fixtures since January 1, 2019 (attach schedule if necessary)

ACQUISITIONS - ITEMIZE IN DETAIL	100% COST INSTALLED	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% COST INSTALLED

ALL SECTIONS OF THIS RETURN MUST BE COMPLETED PER INSTRUCTIONS OR IT WILL BE REJECTED. IF A SECTION DOES NOT APPLY, SO INDICATE. TO INSURE A CORRECT LISTING, A COPY OF YOUR LATEST BALANCE SHEET AND DEPRECIATION SCHEDULE OR FIXED ASSETS LEDGER SHOULD ACCOMPANY THIS RETURN. ALL SUCH INFORMATION WILL BE KEPT CONFIDENTIAL. LISTINGS WILL NOT BE ACCEPTED MARKED "SAME AS LAST YEAR".

IF OUT OF BUSINESS COMPLETE ⇨ DATE CEASED ___ / ___ / ___ CHECK ONE: SOLD __ CLOSED __ BANKRUPT __ OTHER _____

SOLD EQUIPMENT / FIXTURES / SUPPLIES TO: _____ BUYER'S ADDRESS & PHONE: _____

AFFIRMATION

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

For Individual Taxpayers: ☐ 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, Authorized Agents:

☐ Principal Officer of the Taxpayer ☐ Full-time employee of the taxpayer who has been offficially empowered by the principal officer to list the property and sign the affirmation

Title _____ Title _____

☐ Authorized Agent. If this capacity is selected, I certify that I have a NCDOR Form AV-59 on file for this taxapayer ☐ Yes ☐ No

Under penalties by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statement, inventories, schedules, and other information, is true and complete. (If this affirmation 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 _____ PREPARER OTHER THAN TAXPAYER _____ DATE _____

EMAIL ADDRESS _____ PREPARER EMAIL ADDRESS _____

TITLE _____ TELEPHONE # _____ TELEPHONE # _____

Any individual who willfully makes and subscribes an abstract listing required by this Subchapter (of the Revenue Laws) which he 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 6 months).

ACCOUNT NO.

ROCKINGHAM COUNTY
BUSINESS PERSONAL PROPERTY LISTING

2020
Additional Schedule A

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR.
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
PRIOR				
TOTAL				

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR.
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
PRIOR				
TOTAL				

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR.
2019				
2018				
2017				
2016				
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2009				
2008				
2007				
2006				
2005				
2004				
PRIOR				
TOTAL				

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR.COST	ADDITIONS	DELETIONS	CURR.
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
PRIOR				
TOTAL				

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 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 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 Administration. DO NOT FILE THIS FORM WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE.

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

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. You may also request an extension at www.co.rockingham.nc.us via the Internet.

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, please leave it 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 county tax office needs additional information or to verify the information listed, list the person to be contacted here.

(3) 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 acceptable.

(4) Principal Business in this County: What does the listed business do? For example: Tobacco Farmer, Manufacturer, Laundromat, Restaurant. The SIC or NAICS code may help describe this information; if you do not know the SIC or NAICS code, please leave blank.

(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 Year 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" columns to explain changes from "Prior Yr. Cost" to "Current Yr. Cost". The "Prior Year Cost" plus "Additions" minus "Deletions" should equal "Current Year Cost". If there are any additions and/or deletions, please note those under schedule D, Acquisitions and Disposals Detail. If the deletion is a transferred or paid-out lease, please note this, and to whom the property was transferred.

COST - 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, 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 1998 for $1000. You, the current owner, should report the property as acquired in 1998 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 its 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 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 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) 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 (3) 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. This does not include hi-tech equipment such as proprietary computerized point-of-sale equipment or 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) "Machinery & Equipment or Group (6) "Other".

Group (4) Leasehold Improvements

This group includes real estate improvements to leased property contracted for, installed, and paid for by the lessee which may remain with the real estate, thereby becoming an integral part of the leased fee 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 barbershop, special lighting, or dropped ceiling.) If you have no leasehold improvements, write "none". Contact the appropriate county to determine if leasehold improvements have already been appraised as real property.

Group (5) 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. 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, leave blank.

Group (6) Other

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

Group (7) 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 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, leave blank.

Group (8) 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 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 B

VEHICULAR EQUIPMENT - MOTOR VEHICLES that are permanently tagged, unregistered, multiyear tagged and vehicles with an IRP plate must be listed on this form. **ATTACH ADDITIONAL SHEETS IF NECESSARY.**

Boats & Motors / Aircraft / Mobile Homes should be listed under Schedule B Group 2, 3 & 4.

SCHEDULE C

PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS-If on January 1, you have in your possession any business 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 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 D Acquisitions & Disposals

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. The disclosure of the Fed Id # (or Social Security #) is voluntary. This number is needed to establish the identification of the business or individuals. The authority to require this number for the administration of tax is given by the United States Code Title 42. Section 405 (c) (2) (C) (i) and N.C.G.S. 105-309.