

# Business Personal Property

**Question:** Are businesses required to list with local government?

**Answer:** Yes, all businesses, whether maintaining an office or operating out of the home, must list using the business listing form. Any item which is used in an income-producing manner must be listed. These items also include anything you may own personally, but which are also used from time to time within the operation of your business, such as a home/office computer. Businesses are also required to list property in their possession that is owned by others.

**Question: What business personal property am I required to list?**

**Answer:** All assets used in a business should be listed whether they are capitalized or expensed, with the exception of expensed computer software. Examples are: computers, printers, copiers, furniture & fixtures, machinery & equipment, tools, telephone and their systems, fax machines, alarms, display cabinets, racks, etc., cleaning supplies, office supplies. This list is illustrative of the type of property that should be listed, but there may be other assets that should be listed. Additional questions may be directed to the Tax Office at 828/586-7543 or 828/586-7540.

**Question: I have a business in my home. Do I have to list it?**

**Answer:** Yes. You must list your business if you are filing your business as income for Federal and State income tax purpose and receiving depreciation on your assets against your income.

**Question: When does the Business Personal Property need to be listed?**

**Answer:** The deadline for listing business personal property is January 31<sup>st</sup>.

**Question: Can I request an extension for listing business property?**

**Answer:** Yes, you can request an extension for listing your business. Indicate the date to which you are requesting the extension with the maximum time allowed being April 15<sup>th</sup>. The request must be received in the office of the assessor or US postmarked by January 31<sup>st</sup>.

**Question: How do I request an extension?**

**Answer:** Extension requests must be submitted in writing. We do not accept faxed or emailed requests for extensions. They must be received in the office of the assessor or U.S. postmarked by January 31. For your convenience forms are located at [Personal Property Forms - Click Here](#). If you would like a confirmation returned to you, include your request in duplicate along with a self-addressed stamped envelope.

**Question: If I am granted an extension, what is the deadline for submitting my listing?**

**Answer:** You must indicate in your request the date to which you are requesting an extension. The maximum allowable time for an extension is April 15 of each year. If your listing is mailed to our office, it must be received or US postmarked by the extension date.

**Question: When are the listing forms mailed?**

**Answer:** The listing forms are generally mailed the last week of December. If you do not receive your listing forms by the middle of January, call this office at 828/586-7543 or 828/586-7540.

**Question: How can I get a listing form to list my business?**

**Answer:** Visit our website at [Personal Property Forms - Click Here](#) to download a traditional or fill-in form.

**Question: Are instructions available for completing the business listing form?**

**Answer:** Instructions are included with the mailed forms. They may also be obtained from the website at [Personal Property Forms - Click Here](#)

**Question: Can I fax my listing forms?**

**Answer:** No, we do not accept faxed listing forms. You must mail the listing form in with the original signature.

**Question: I sold my business. Do I have to list my business?**

**Answer:** All taxes are based on ownership and status of property January 1<sup>st</sup> of each year. If you sold your business after January 1st, you will need to complete a listing form. If you sold your business during the preceding calendar year you will need to close out your listing by indicating in the appropriate section on the listing form providing information as to when sold and who to.

**Question: Can my accountant sign my personal property listing form?**

**Answer:** An agent of the taxpayer authorized by the taxpayer or a principal officer may sign the listing. The agent must have an Authorized Agent Form on file with the NC Department of Revenue for each taxpayer.

**Question: Do I have to list farm equipment?**

**Answer:** Yes, you will have to list farm equipment, because you are generating income from it.

**Question: Do I have to list my supplies?**

**Answer:** Yes, you must list the supplies that you had on hand on January 1st. This would include office supplies, maintenance supplies, cleaning supplies, fuels of any kind, spare parts for equipment that are not held for resale. 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.

**Question: How did you arrive at the values on my business property?**

**Answer:** Appraisers apply the North Carolina Department of Revenue Cost and Depreciation schedules to the cost listed by you to determine the assessed value.

**Question: What is the assessed value of my business property?**

**Answer:** The assessed value of your business personal property is the fair market value derived from the cost, depreciated according to the type of property.

**Question: I did not buy any new equipment or assets. Do I have to list?**

**Answer:** Yes, a return is required to be filed with our office each year, listing the cost of all assets associated with your business even if no new assets were purchased.

**Question: I purchased my business after January 1st. Do I have to list?**

**Answer:** If you were not operating your business on January 1st, you do not have to list the business for that year. However, if you are in business on January 1st of the following year, you will have to list your business with the Tax Administration Office.

**Question: I closed my business after January 1st. I received a tax bill. How much am I responsible for?**

**Answer:** Ownership, value and situs are determined as of January 1 of each year. You are responsible for the taxes for this year. The following January when you receive a business listing form, you will need to write on it that the business was sold and what happened to the assets.

**Question: What do I have to list from my rental property?**

**Answer:** You will have to list all appliances, such as dishwashers, stove/range refrigerators, washer/dryer, microwave oven, and household furnishing in your rental properties.

**Question: What is Business Personal Property?**

**Answer:** All assets used in the conduction of a business or trade is Business Personal Property and should be listed with the County.

**Question: What is Construction-in-Progress (CIP)?**

**Answer:** CIP is an asset that is being constructed but has not been completed. It can be real or personal property; however, only list personal property associated with your business.

**Question: How much are the taxes on my business personal property?**

**Answer:** Taxes are calculated according to the (Assessed Value X Tax Rate) in your district per one hundred dollars valuation.

**Question: Are leasehold improvements taxable?**

**Answer:** Leasehold improvements are taxable. If you make improvements to a building that you do not own, please provide a detailed list of the improvements along with your listing. Examples of leasehold improvements are dropped ceilings, special lighting or lavatories.

**Question: Is software taxable?**

**Answer:** Software is taxable if it is embedded, meaning computer instructions known as microcode that resides permanently in the internal memory of a computer system and not intended to be removed, or it is purchased or licensed from a person who is unrelated to the taxpayer and it is capitalized on the books of the taxpayer in accordance with GAAP. Expensed software is exempted.

**Question: What are late listing penalties?**

**Answer:** Penalties are imposed for failure to list during the regular listing period or by the granted extension period. There is added a penalty of 10% for each listing period in which the property was not listed up to a maximum of 60%

**Question: When can I appeal my business personal property value?**

**Answer:** Pursuant to N.C.G.S. 105-317.1 you may appeal your business personal property value within 30 days of the bill date. Your appeal must be made to Jackson County Tax Assessor.

**Q:** Is there any additional information available about business personal property?

**A:** Yes. Please review the brochure at the following link [Business Personal Property brochure - Click Here](#)

