2014 NORTH CAROLINA • COUNTY OF STANLY 2014

BUSINESS PERSONAL PROPERTY LISTING - DUE BY JAN. 31

RETURN TO: STANLY COUNTY TAX ASSESSOR • 201 S. 2ND STREET • ALBEMARLE, NC 28001 • (704) 986-3628

FOR DEPARTMENT USE ONLY	OWNER ID	DISTRICT	LISTING #	PENALTY	TAX VALUE	PRIOR YEAR VALUE

PHYSICAL ADDRESS:

REAL ESTATE OWNED BY:

PRINCIPAL BUSINESS IN THIS COUNTY:

NAME BUSINESS LISTED AS LAST YEAR:

LOCATION OF ACCOUNTING RECORDS:

DATE BUSINESS BEGAN IN COUNTY:

DATE BUSINESS FISCAL YEAR ENDS:

CHECK ONE: CORPORATION____ PROPRIETORSHIP ____ PARTNERSHIP _____
UNINCORPORATED ASSOCIATION _____ OTHER (SPECIFY) _____

BUSINESS CATEGORY: RETAIL_____ WHOLESALE _____ MANUFACTURING____
SERVICE _____ LEASING / RENTAL _____ FARMING _____ OTHER _____

OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED:

CONTACT PERSON FOR AUDIT:
ADDRESS & PHONE:

IF OUT OF BUSINESS COMPLETE THIS SECTION: DATE CEASED _____
CHECK ONE: SOLD _____ CLOSED _____ BANKRUPT _____ OTHER _____
SOLD EQUIPMENT / FIXTURES / SUPPLIES TO:
BUYER'S ADDRESS & PHONE:

SCHEDULE A

REPORT ALL HISTORIC ABSORPTION COSTS IN THE APPROPRIATE CATEGORY BELOW

GROUP (1) MACHINERY & EQUIPMENT

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
2003				
2002				
2001				
2000				
1999				
1998				
PRIOR				
TOTAL				

GROUP (2) OFFICE FURNITURE

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
2011				
2010				
2009				
2008				
2007				
PRIOR				
TOTAL				

GROUP (3) COMPUTER EQUIPMENT

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
2011				
2010				
PRIOR				
TOTAL				

GROUP (4) LEASEHOLD IMPROVEMENTS (ATTACH DESCRIPTION)

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
2003				
2002				
2001				
2000				
PRIOR				
TOTAL				

GROUP (5) EXPENSED ITEMS

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
PRIOR				
TOTAL				

GROUP (6) OTHER - DESCRIBE _____

YEAR ACQUIRED	ORIGINAL COST	ADDITIONS	DELETIONS	TOTAL COST
2013				
2012				
2011				
2010				
2009				
2008				
2007				
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)			(5)		
(2)			(6)		
(3)			(7)		
(4)			TOTAL $		

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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, SPECIAL BODIES, AND MULTIYEAR / PERMANENT TAGGED TRAILERS

YEAR	MAKE	MODEL	BODY / SIZE	TITLE #	VEHICLE ID NUMBER (VIN)	COST/YR. ACQ.	FOR OFFICE USE

GROUP (2) BOATS & BOAT MOTORS

TYPE	YEAR / MAKE / MODEL	LENGTH / SIZE	REGIS. #	LOCATION	ENGINE TYPE	COST/YR. ACQ.	FOR OFFICE USE
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					

GROUP (3) AIRCRAFT

YEAR	MAKE	MODEL	SERIAL #	LOCATION	FAA #	COST/YR. ACQ.	FOR OFFICE USE

GROUP (4) MOBILE HOMES & OFFICE TRAILERS

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

SCHEDULE C — PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS

SEE INSTRUCTIONS

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCOUNT #	MONTHLY PAYMENT	COST NEW (QUOTE)	START / END LEASE DATE

SCHEDULE D — ACQUISTIONS AND/OR DISPOSALS

OF MACHINERY, EQUIPMENT, FURNITURE AND FIXTURES IN THE PRIOR YEAR (ATTACH SCHEDULE IF NECESSARY)

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

AFFIRMATION — LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON

SEE INSTRUCTIONS

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

Signature _____ Date _____

Preparer Other Than Taxpayer _____ Date _____

Title _____ Telephone Number _____

Address _____

Email Address _____

Fax Number _____

Any individual who willfully makes and subscribes an abstract listing required by the 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 60 days.)

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ACCOUNT NUMBER

COUNTY OF STANLY
BUSINESS PERSONAL PROPERTY LISTING

2014
(Additional Schedule A)

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR COST	ADDITIONS	DELETIONS	CURR. YEAR COST		PRIOR YR COST	ADDITIONS	DELETIONS	CURR. YEAR COST
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					2008				
2007					2007				
2006					2006				
2005					2005				
2004					2004				
2003					2003				
2002					2002				
2001					2001				
2000					2000				
1999					1999				
1998					1998				
PRIOR					PRIOR				
TOTAL					TOTAL				

SCHEDULE A

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR COST	ADDITIONS	DELETIONS	CURR. YEAR COST		PRIOR YR COST	ADDITIONS	DELETIONS	CURR. YEAR COST
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					2008				
2007					2007				
2006					2006				
2005					2005				
2004					2004				
2003					2003				
2002					2002				
2001					2001				
2000					2000				
1999					1999				
1998					1998				
PRIOR					PRIOR				
TOTAL					TOTAL				

ACCOUNT NUMBER

COUNTY OF STANLY
BUSINESS PERSONAL PROPERTY LISTING

2014
(Additional Schedule B)

SCHEDULE B — **VEHICULAR EQUIPMENT**
SEE INSTRUCTIONS

GROUP (1) UNREGISTERED MOTOR VEHICLES, SPECIAL BODIES, AND MULTIYEAR / PERMANENT TAGGED TRAILERS

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

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ACCOUNT NUMBER

COUNTY OF STANLY
BUSINESS PERSONAL PROPERTY LISTING

2014
(Additional Schedule B)

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SCHEDULE B — **VEHICULAR EQUIPMENT**

GROUP (2) BOATS & BOAT MOTORS

TYPE	YEAR / MAKE / MODEL	LENGTH / SIZE	REGIS. #	LOCATION	ENGINE TYPE	COST / YR ACQ.	FOR OFFICE USE
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
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BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					
BOAT							
MOTOR		HP					

SCHEDULE B — **VEHICULAR EQUIPMENT**

GROUP (3) AIRCRAFT

YEAR	MAKE	MODEL	SERIAL #	LOCATION	FAA #	COST / YR ACQ.	FOR OFFICE USE

ACCOUNT NUMBER

COUNTY OF STANLY
BUSINESS PERSONAL PROPERTY LISTING

2014
(Additional Schedule B)

SCHEDULE B — **VEHICULAR EQUIPMENT**

GROUP (4) MOBILE HOMES & OFFICE TRAILERS

YEAR	MAKE	WIDTH / LENGTH	TITLE #	VEHICLE ID NUMBER (VIN)	COST / YR ACQ.	FOR OFFICE USE
		X				
		X				
		X				
		X				
		X				
		X				
		X				
		X				
		X				
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2014 INSTRUCTIONS FOR FILING BUSINESS PERSONAL PROPERTY TAX LISTING

Who must file a listing and what do I list?
Any individual or business owning or possessing personal property used in connection with a business or other income producing purpose on January 1 must file. As a general rule, property is taxed at the principal place of business, with exception for business agreements and foreign companies. A temporary absence of personal property from the place at which it is usually taxable shall not affect this rule, even if it happens to be in another location on January 1. North Carolina General Statute 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". Pursuant to N.C.G.S. 15A-1340.23, a Class 2 misdemeanor is punishable by a fine not to exceed $1,000 and/or imprisonment up to 60 days.

When and where do I list?
Listings are due from January 1-January 31, and should be filed with the Stanly County Assessor's Office – Business Listings Division – 201 S 2nd Street, Albemarle NC 28001. As required by state law, any late listings will receive a mandatory cumulative penalty of 10% of the tax for each year property escapes taxation, with the maximum penalty being 60%. A written request for an extension of time to list for "good cause" may be requested by January 31. You may also list online at www.co.stanly.nc.us.

How do I list? – Two important rules:

(1) Read all the instructions for each schedule or group. (2) If a schedule or group does not apply to you, indicate so on the listing form. **DO NOT LEAVE A SECTION BLANK and DO NOT WRITE "SAME AS LAST YEAR".** A listing form may be rejected for these reasons, subjecting it to the mandatory late listing penalty.

INFORMATION SECTION

(a) Complete all general information sections at the top of the form, whether or not they are specifically addressed in these instructions. Attach additional sheets if necessary.
(b) Physical address: Please give the location of the personal property in Stanly County. Post office boxes are not acceptable in this section.
(c) Principal business activity in this county: What does the business do? Example: Electronics manufacturing, dry cleaners, restaurant, etc.
(d) Other North Carolina counties where personal property is located.
(e) Contact person for audit: In case our office needs additional information, or to verify the information listed, list the person to be contacted here.
(f) **If Out of Business:** If the business closed before January 1, 2014, please provide the information regarding the sale of these assets. Ownership is determined as of January 1. No pro-ration can be given for part year ownership.
(g) Make any necessary changes to any incorrect items.

SCHEDULE A – EQUIPMENT SECTION
The year acquired column: The row that begins 2013 is the row in which you report property acquired during the calendar year 2013. Any fiscal year ending dates must be updated to reflect calendar year end. Other purchases follow the same format. Schedule A is divided into 8 groups. Each is addressed below. Some existing businesses may have the column "Original Cost" pre-printed from information provided last year. This column should reflect the cost information provided this office last year with any additions due to audit or additional data. If it does not, please complete this column, referring back to last year's depreciation schedule or asset listings. Under "Total Cost", list 100% of all the 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 reflect cost changes from prior year "Original Cost" column to "Total Cost" column. The prior year cost plus additions from purchases, transfers and paid out leases, minus deletions from disposals should equal total cost. Additions and/or deletions should be listed in Schedule D. A separate sheet may be attached if additional space is needed. If the deletion is a transferred asset 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, 2013, do not complete this listing form without first contacting the Stanly County Tax Office for further instructions.**

COST – Note that the cost information you provide must include all costs associated with the acquisition of an item as well as any and all costs associated with bringing that property into operation. These costs may include, but are not limited to: invoice cost, trade-in allowances, freight, sales tax, installation costs and construction period of interest. The cost figures reported should be original historical costs. Historical cost 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 2013 for $100,000.00, but the individual you purchased the equipment from acquired the equipment in 1997 for $900,000.00. You, the current owner, should report the property as acquired in 1997 for $900,000.00 and not as a 2013 acquisition. Property should be reported as its market cost at the retail level of trade. For example, a manufacturer of computers can make a certain model for $1,000.00, but it is typically available to any retail customer for $2,000.00. If the manufacturer uses the model for business purposes, he should report the computer at its market cost at the retail level of trade, which is $2,000.00, not the $1,000.00 it actually cost the manufacturer. Manufacturer/lessor businesses which lease the equipment that they manufacture must list their equipment at the retail level of trade rather than their manufacturing cost. This will insure that all similar property is assessed uniformly. **Report all IRS Section 179 expensed costs on Schedule A.**

Group (1) **Machinery & Equipment**
This is the group used for reporting the cost of all machinery and equipment. This includes, but is not limited to, all store, warehouse and packaging equipment, as well as manufacturing equipment, production lines, hi-tech or low-tech and computer-operated machinery. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business. Unlike IRS tax reporting, all assets still in existence retain some taxable value. For example, a manufacturer of textiles purchased a knitting machine in October 2013 for $500,000.00. Sales tax was $80.00, shipping charges were $10,000.00 and installation costs and test runs were $15,000.00. The total cost that the taxpayer should report is $525,080.00, if there were no other costs incurred. The $525,080.00 should be added in group (1) to the 2013 Additions 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, fax machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, copiers and burglar alarm systems.

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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 monitors, printers, scanners, magnetic storage devices, cables and other peripherals associated with those computers. This category also includes software that is capitalized and was purchased from or developed by an unrelated business entity. **NOTE: The development cost of software or any modification cost to software, is excluded and should not be reported. (Not all software is exempt from property tax).** This does not include high tech equipment such as computerized point of sale equipment, high-tech medical equipment, computer controlled equipment, or the high-tech computer components that control the equipment. This type of equipment should be included in Group (1) machinery with special notation to its use and expected life.

Group (4) **Leasehold Improvements (Improvements to Leased Property)**
This group includes real property improvements to leased property contracted for, installed and paid for by the tenant which may remain with the real estate, thereby becoming an integral part of the leased real estate upon expiration or termination of the current lease, but which are the property of the current lessee who installed it. (Examples: lavatories installed by lessee in a barbershop, special lighting, exhaust work in restaurants, dropped ceilings and raised flooring). Provide cost and description for all improvements. If you have no leasehold improvements, write "none".

Group (5) **Expensed Items**
This group is for reporting any assets that would typically be capitalized, but due to the business capitalization threshold or their short useful lives, they have been expensed. These assets usually last less than 1 accounting cycle. Please provide descriptions of these assets. **Section 179 expensed items should be included in the appropriate groups 1-4.** If you have no expensed items, write "none".

Group (6) **Other**
This group should not be used unless instructed by authorized county tax personnel, with corresponding detailed description provided.

Group (7) **Construction in Progress (CIP)**
CIP is business personal property which is under construction or equipment which has been purchased, but not yet installed as of January 1. The accountant will typically not capitalize the asset 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 assets 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 required listing period. List in detail. If you have no CIP, write "none".

Group (8) **Supplies**
Almost all businesses have supplies of some type. These include normal business operating supplies. The TYPE column is for, but not limited to, the following types of supplies: OFFICE SUPPLIES, MAINTENANCE & JANITORIAL SUPPLIES, MEDICAL, DENTAL & PROFESSIONAL SUPPLIES, BEAUTY & BARBER SUPPLIES, FUELS OF ALL KINDS, EQUIPMENT SPARE PARTS, AND HOTEL/MOTEL SUPPLIES. List the type and cost on hand as of January 1. Supplies that are immediately consumed in the manufacturing process or that become a part of the property being sold, such as internal packaging materials or raw materials, do not have to be listed. Even though wholesaler's, retailer's and contractor's inventory is exempt from taxation, supplies are not and should be reported. Even if a business carries supplies in an inventory account, they remain taxable. If no inventory is taken on December 31, then 1/12 of the yearly expense should be reported as recommended by the NC Department of Revenue.

SCHEDULE B – VEHICULAR EQUIPMENT
Group (1) **Unregistered and multiyear/permanent tagged motor vehicles** (vehicles running out of state tags, dealer tags and/or trailers). This category is for those types of motor vehicles only. **DO NOT list motor vehicles with a current annual North Carolina tag and registration.** Also list any **special bodies and equipment** attached to any vehicle in Stanly County by cost and date acquired. (Attach a separate sheet if necessary.) Group (2), (3) and (4) should be completed or revised if necessary.

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 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 and returned by January 15th. This information is for cross-reference use, and any assessments will be made to the owner/lessor. 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 for a nominal purchase fee, then the lessee (possessor) is responsible for listing under the appropriate group on Schedule A and will be billed directly. If you have no such items, write "none" in this section.

SCHEDULE D – ACQUISITIONS AND/OR DISPOSALS
All machinery, equipment, furniture, fixtures, etc. acquired since January 1 of the prior year must be itemized showing the total installed cost of each item. In addition, all disposals made since January 1 of the prior year must be itemized in detail in the appropriate columns. Important: ACQUISITION YEAR AND ORIGINAL COST MUST BE GIVEN FOR DISPOSALS. An additional schedule may be attached if necessary.

TAXPAYER'S AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to late listing penalties. **An authorized person is either the taxpayer, a principal officer of the taxpayer, or a full-time employee of the taxpayer who has been officially empowered by the principal officer to list the property. (Agents with power of attorney and/or outside accountants do not qualify).** Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the US Postal Service. Any other indication of the date mailed, such as your own postage meter, is not considered and shall be deemed to be filed when received by the Tax Assessor's office. Faxes are not acceptable due to the absence of defining North Carolina legislation. Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner to evade to 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 a fine not to exceed $1,000 and/or imprisonment up to 60 days. Listings are subject to tax compliance audits at any time. Returns are routinely compared to state income tax returns as filed with the NC Department of Revenue or to the taxpayer's financial records. Please be prepared to substantiate your listing if discrepancies arise.

Applications for exemption and/or exclusion must be filed during January with the Tax Assessor and also with the appropriate NC Dept of Environment & Natural Resources office. These exemptions can be for water and air pollution abatement or recycling and solid waste recovery.