

<b>FOR DEPARTMENT USE ONLY</b>	ACCOUNT NUMBER	ABSTRACT NUMBER	TX CL	DISTRICT	CHARGE CODES	LATE LIST
1	2	3	4	5	6	7
8	B	D	E	F	TOTAL	

BUSINESS NAME AND ADDRESS \_\_\_\_\_ PARCEL ID \_\_\_\_\_

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC #) \_\_\_\_\_

NAICS CODE \_\_\_\_\_

DATE BUSINESS BEGAN IN THIS COUNTY \_\_\_\_\_

DATE BUSINESS (FISCAL) YEAR ENDS \_\_\_\_\_

**FILL IN APPLICABLE CIRCLE:**

PARTNERSHIP     SOLE PROPRIETORSHIP     LLC

CORPORATION     OTHER (SPECIFY) \_\_\_\_\_

**NOTE:** Business owners who acquired an existing business in the previous year must contact the county tax office for important listing instructions.

OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED \_\_\_\_\_

CONTACT PERSON FOR AUDIT \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

PHYSICAL ADDRESS IN SURRY COUNTY \_\_\_\_\_

REAL ESTATE OWNED BY \_\_\_\_\_

WHAT IS PRINCIPAL BUSINESS IN THIS COUNTY \_\_\_\_\_

LOCATION OF ACCOUNTING RECORDS \_\_\_\_\_

NAME IN WHICH BUSINESS WAS LISTED LAST YEAR \_\_\_\_\_

**FILL IN APPLICABLE CIRCLE: BUSINESS CATEGORY**

RETAIL     WHOLESALE     MANUFACTURING

SERVICE     LEASING/RENTAL     FARMING

OTHER (SPECIFY) \_\_\_\_\_

**IF OUT OF BUSINESS COMPLETE THIS SECTION**

DATE CEASED \_\_\_\_\_

**FILL IN APPLICABLE CIRCLE:**

SOLD     CLOSED     BANKRUPT     OTHER

SOLD EQUIPMENT, FIXTURES, SUPPLIES TO \_\_\_\_\_

BUYER'S ADDRESS & PHONE: \_\_\_\_\_

**SCHEDULE A PERSONAL PROPERTY - SEE INSTRUCTIONS**

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
2003				
2002				
2001				
2000				
1999				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2014				
2013				
2012				
2011				
2010				
2009				
2008				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (4) COMPUTER EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2014				
2013				
2012				
2011				
PRIOR				
TOTAL				

**GROUP (2) CONSTRUCTION IN PROGRESS**

LIST TOTAL OF ALL PERSONAL PROPERTY EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE.

TOTAL CIP: \$ \_\_\_\_\_

**DO NOT REMIT THIS FORM TO NC DEPARTMENT OF REVENUE**  
 County addresses and additional schedules are available at:  
[http://www.dorn.com/downloads/property\\_listingform.html](http://www.dorn.com/downloads/property_listingform.html)

Send to Surry County Tax Department  
 P.O. Box 588, Dobson, NC 27017-0588

**SCHEDULE A CONTINUED** **PERSONAL PROPERTY - SEE INSTRUCTIONS**

YEAR ACQUIRED	GROUP (5) LEASEHOLD IMPROVEMENTS				GROUP (7) SUPPLIES				COST
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	1. OFFICE, MAINTENANCE, JANITORIAL, MEDICAL, DENTAL, BARBER AND BEAUTY SUPPLIES 2. FUELS HELD FOR CONSUMPTION 3. REPLACEMENT PARTS AND SPARE PARTS 4. RESTAURANT AND HOTEL ITEMS SUCH AS LINENS, CLEANING SUPPLIES AND COOKWARE NOT LISTED ELSEWHERE IN SCHEDULE A 5. RENTAL ITEMS NOT SOLD IN THE NORMAL COURSE OF BUSINESS AND NOT LISTED ELSEWHERE IN SCHEDULE A 6. ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED ABOVE 7. TOTAL				
2014									
2013									
2012									
2011									
2010									
2009									
2008									
2007									
2006									
2005									
2004									
2003									
2002									
2001									
PRIOR									
TOTAL									

  

YEAR ACQUIRED	GROUP (6) EXPENSED ITEMS <small>CAPITALIZATION THRESHOLD <math>\Rightarrow</math></small>				GROUP (8) OTHER - TO BE USED WITH COUNTY APPROVAL			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2014								
2013								
2012								
2011								
2010								
2009								
2008								
2007								
2006								
2005								
2004								
2003								
2002								
2001								
PRIOR								
TOTAL								

**SCHEDULE B** **VEHICULAR EQUIPMENT & MANUFACTURED HOMES OR MANUFACTURED OFFICES**

If you answer yes to any of questions 1-7 below, you must attach the Schedule B-1. If you need more schedules, they can be acquired at the Tax Office or Online. Indicate number of short-term rental vehicles owned for question 8.

- Does your business own any Unregistered Motor Vehicles?  YES  NO
- Does your business own any Multi-year or permanently registered Trailers?  YES  NO **If yes attach schedule  $\Rightarrow$  B-1**
- Does your business own any special bodies on vehicles?  YES  NO
- Does your business own any IRP (International Registration Plan) plated vehicles?  YES  NO **NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county as part of the business personal property listing form process. *If Public Service Company file form AV15 with NC DOR***
- Does your business own any watercraft or engines for watercraft?  YES  NO **If yes attach schedule  $\Rightarrow$  B-1**
- Does your business own any Manufactured Homes or Manufactured Offices?  YES  NO **If yes attach schedule  $\Rightarrow$  B-1**
- Does your business own any Aircraft?  YES  NO **If yes attach schedule  $\Rightarrow$  B-1**
- Does your business own any vehicles held for short-term rental?  YES  NO **Number  $\Rightarrow$**

**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 the property. If you answered yes to one of the following three questions or are otherwise required to supply this list, you must return the list or Schedule C-1.

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



<b>SCHEDULE I</b>	<b>REAL ESTATE IMPROVEMENTS</b>
During the past calendar year, did your business make improvements and/or other additions to real property, owned by your business? If yes, attach a separate Schedule. <span style="float: right;"> <input type="radio"/> YES <input type="radio"/> NO             </span>	
See Real Estate Improvements instructions.	

<b>SCHEDULE J</b>	<b>BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES</b>
Does your business own any billboards - outdoor advertising structures? If yes, attach separate Schedule with information. <span style="float: right;"> <input type="radio"/> YES <input type="radio"/> NO             </span>	

<b>AFFIRMATION</b>	
<b>LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - Please check the capacity in which you are signing the affirmation.</b>	
For Individual Taxpayers: <input type="checkbox"/> Taxpayer <input type="checkbox"/> Guardian <input type="checkbox"/> Authorized Agent <input type="checkbox"/> 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:	
<input type="checkbox"/> Principal Officer of the Taxpayer Title _____ <input type="checkbox"/> Full-time employee of the taxpayer who has been officially empowered by a principal officer to list the property and sign the affirmation. Title _____	
<input type="checkbox"/> Authorized Agent. If this capacity is selected, I certify that I have NCDOR Form AV-59 on file for this taxpayer. <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 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.)	
<b>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.</b>	
<b>IF YOUR ACCOUNTANT COMPLETES THIS FORM, PROVIDE THE ACCOUNTANT WITH THE ORIGINAL FORM.</b>	
Signature _____ Date _____	Preparer Other Than Taxpayer _____ Date _____
Title _____ Telephone Number _____	Address _____
Email Address _____	Phone Number _____ Fax Number _____
<b>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 of up to 60 days).</b>	





# BUSINESS LISTING INSTRUCTIONS 2015

**IMPORTANT:** LISTING DUE BY JANUARY 31ST  
EXTENSION REQUESTS DUE BY JANUARY 31ST. EXTENSION GRANTED UNTIL APRIL 15TH

## 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 .."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 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**.

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

- (1) Read these 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, **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 department 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, Manufacture electrical appliances, Laundromat, Restaurant, and Poultry/Dairy Equipment.
- (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. **Please sign and date the affirmation.**

## Application For Business Property Tax Exemption

UNDER THE PROVISIONS OF NCGS 105-282.1, every owner of property claiming exemption or exclusion from property taxes thereon must demonstrate that it meets the statutory requirements for exemption of classification. Application must be made with the Tax Department of the County in which the property is located during the statutory listing period.

1. Property used for pollution abatement
2. Property used for recycling or resource recovery

**Along with the application, please send a detailed list of property you consider exempt . Also, if you have property that has been exempt previously, you must submit a detailed list of the property.** Once requirements have been met for the above two types of property the taxpayer need only file a new application as changes occur. A list of other exemption types may be obtained from the Surry County Tax Department. Form AV-12 may be obtained by contacting the Surry County Tax Department. **A business listing form must be completed each year for exempt property.**

## Schedule A

The year acquired column: The rows which begin "2014" are the rows in which you report property acquired during the calendar year 2014. 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 Year's Cost". If there are any additions and/or deletions, please note those under schedule H, 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, 2014, do not complete this listing form without first contacting the county tax office for further instructions.**

**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 2000 for \$100, but the individual you purchased the equipment from acquired the equipment in 1995 for \$1000. You, the current owner, should report the property as acquired in 1995 for \$1000.

Property should be reported at its actual cost 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 market cost at the retail level of trade, which is \$2000, not the \$1000 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.

### 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) 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, 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 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) Leasehold Improvements

**Leasehold improvement that is used solely for production is Business Personal Property and not Real Property. ATTACH A DETAILED ASSET LIST OF LEASEHOLD IMPROVEMENTS.** Report any interior improvements made to a building or structure, owned or leased, installed and paid for by the tenant. These improvements 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 tenant who installed it. Any modifications made to the premises for the purpose of improving the tenant's comfort, enhancing the tenant's image or promoting the tenant's business viability are considered leasehold improvements. (Examples are construction allowances paid to the tenants, interior up fits, lavatories installed by lessee in a barber shop, special lighting, or dropped ceiling and process related assets that support the operation of machinery & equipment). If you have no leasehold improvements, write "none". **If you need assistance to determine if leasehold improvements are already assessed as real property, please contact the Surry County Tax Department. If you have components of Real Property that are classified as Personal Property for IRS purposes and receive accelerated depreciation as a result of a cost segregation study or estimate, then list these items as Leasehold Improvements. Please submit the cost segregation study with the listing form.**

### 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. 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 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.

### Group (8) Other

Items not included in prior groups.

### SCHEDULE B VEHICULAR EQUIPMENT - ATTACH ADDITIONAL SCHEDULES IF NECESSARY.

**Motor vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. Please answer the questions on the form to determine if you should complete and attach Schedule B-1 for certain other motor vehicles, manufactured homes, manufactured office, aircraft, boats, boat motors, jet skis, unregistered motor vehicles, unregistered motorcycles, unregistered utility trailers, unregistered livestock trailers, unregistered boat trailers, unregistered campers, unregistered motor homes, vehicles with 3-month tags, vehicles with multi-year tags, vehicles with permanent tags, and IRP tags.**

### 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 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 E Farm/Poultry/Dairy Equipment

Do not include cost of poultry/dairy structures.

**SCHEDULE D, F, G, AND H,** Please answer the questions provided on the form to determine if you need to complete and attach separate schedules which can be acquired at the Surry County Tax Department or online.

### SCHEDULE I Real Estate Improvements

During the last calendar year did your business make improvements and/or additions to real property owned by your business? If yes, attach an itemized schedule with information on such improvements. If any of these assets are considered Business Personal Property, they will be reported under the category Leasehold Improvements on Schedule A.

### SCHEDULE J Billboards - Outdoor Advertising Structures

### AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to penalties. Please read the information on this section of the form regarding 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 of up to 60 days)