

**COUNTY OF CATAWBA  
BUSINESS PERSONAL PROPERTY LISTING**

**2017**

RETURN TO: CATAWBA COUNTY TAX DEPARTMENT, PO BOX 368, NEWTON, NC 28658-0368 - PHONE: (828) 465-8406

\* Indicates Required Information Field

**ABSTRACT NUMBER**

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BUSINESS NAME  
ADDRESS  
CITY, STATE  
ZIP

**PHYSICAL ADDRESS \*** \_\_\_\_\_  
**REAL ESTATE OWNED BY \*** \_\_\_\_\_  
**PRINCIPAL BUSINESS IN THIS COUNTY** \_\_\_\_\_  
**NAICS #** \_\_\_\_\_

**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) \_\_\_\_\_

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

**CONTACT PERSON FOR AUDIT:** \_\_\_\_\_  
**ADDRESS & PHONE** \_\_\_\_\_

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

**IF OUT OF BUSINESS** - Date closed \_\_\_\_\_  
 All equipment sold (Y) \_\_\_\_ (N) \_\_\_\_  
 Sold \_\_\_\_ Bankrupt \_\_\_\_ Closed \_\_\_\_ Other \_\_\_\_\_

New Owner Name \_\_\_\_\_  
 Phone \_\_\_\_\_

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

**GROUP (1) MACHINERY/EQUIPMENT & FIXTURES**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
2003				
2002				
PRIOR				
TOTAL				

**GROUP (4) LEASEHOLD IMPROVEMENTS**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
PRIOR				
TOTAL				

**GROUP (2) OFFICE EQUIPMENT & FURNITURE**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
2013				
2012				
2011				
2010				
PRIOR				
TOTAL				

**GROUP (3) COMPUTER EQUIPMENT**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
2013				
PRIOR				
TOTAL				

**GROUP (5) EXPENSED ITEMS (cap thresh )**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
PRIOR				
TOTAL				

**GROUP (6) OTHER**

YEAR ACQ	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2016				
2015				
2014				
2013				
2012				
2011				
PRIOR				
TOTAL				

**GROUP (7) SUPPLIES (see instructions)**

TYPE	COST	TYPE	COST
1)		4)	
2)		5)	
3)		TOTAL \$	

**GROUP (8) CONSTRUCTION IN PROGRESS**

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

**TOTAL CIP: \$**

**RETURN LISTING BY: JANUARY 31, 2017**  
 EXTENSIONS GRANTED TO APRIL 15, BY WRITTEN REQUEST ONLY BEFORE 1/31/2017

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

**LISTED ITEMS: DRAW A LINE THROUGH ANY ITEM LISTED BELOW NOT IN YOUR POSSESSION ON JANUARY 1, 2017.**

**SCHEDULE B & C** LIST ADDITIONAL ITEMS: UNREGISTERED MOTOR VEHICLES, MULTIYEAR TAGGED TRAILERS, IRP TAGGED VEHICLES AND TRAILERS, AIRCRAFT, BOATS, and MOBILE HOMES OTHER EQUIPMENT ADDED AFTER ORIGINAL PURCHASE SHOULD BE LISTED SEPARATELY (Attach list if necessary)

YEAR	MAKE/MODEL	BODY/SIZE	COST & PURCHASE DATE	ID/VIN#	ENGINE TYPE*	SPEC BODY COST	LOCATED AT:
		X					
		X					
		X					

\*NOTE ENGINE TYPE: INB, OB, I/O, OTHER (SPECIFY)

**SCHEDULE D** ACQUISITIONS, AND/OR DISPOSALS OF MACHINERY, EQUIPMENT, FURNITURE, FIXTURES SINCE JANUARY 1, 2016

ACQUISITIONS-ITEMIZED IN DETAIL	100% COST INSTALLED	DISPOSALS-ITEMIZE IN DETAIL	YR ACQ	100% ORIGINAL COST

ADDITIONS AND/OR DELETIONS TO LEASEHOLD IMPROVEMENTS SINCE JAN. 1, 2016 (ITEMIZE IN DETAIL)	YR ACQ	100% ORIGINAL COST

OWNER OF REAL ESTATE WHERE LEASEHOLD IMPROVEMENTS ARE LOCATED: \_\_\_\_\_

**SCHEDULE E** PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCT#	MO. PAYMENT	COST NEW	START/END LEASE DATES

**AFFIRMATION** LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON (Please check the capacity in which you are signing)

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:  Principle Officer of the Taxpayer Title \_\_\_\_\_  
 Full-time employee of the taxpayer who has been officially empowered by the principle officer to list the property and sign the affirmation. Title \_\_\_\_\_  
 Authorized Agent. If this capacity is selected, I certify that I have a NCDOR Form AV-59 on file for this taxpayer:  Yes  No Title \_\_\_\_\_

Under penalties prescribed by law, I 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 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	Authorized Agent Address
Telephone Number	Fax Number	Email Address



# OFFICE OF THE CATAWBA COUNTY TAX ASSESSOR

## 2017 BUSINESS PROPERTY LISTING

### INSTRUCTIONS FOR PREPARATION AND FILING

**FILE ON OR BEFORE JANUARY 31, 2017**

\*COMPLETE AND RETURN TO: CATAWBA CO TAX DEPARTMENT \* PO BOX 368 \* NEWTON, NC 28658-0368

#### Commonly Asked Questions

##### Who must file a return, and What, When and Where do I list?

Any individual(s) or business(s) owning or possessing personal property used or connected with a business or other income producing purposes 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." Pursuant to N.C.G.S.: 14-3, a Class 2 misdemeanor is punishable by imprisonment for up to six months.

##### ALL LISTINGS ARE SUBJECT TO AUDIT AT ANY TIME.

Returns are routinely compared to Tax returns as filed with the North Carolina Dept of Revenue. Willful failure to list, or removal or concealment of property to evade taxation is punishable by a fine not to exceed \$500.00 or imprisonment not to exceed six (6) months.

Listings are due on or before Jan. 31. They must be filed with Catawba County at: *CATAWBA CO. TAX DEPT., PO BOX 368, NEWTON, NC 28658-0368.*

As required by state law, late listings will receive a 10% 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. Approved extensions will be granted until April, 15<sup>th</sup>. No extension will be granted that exceed this date. **(FAXED REQUESTS WILL NOT BE ACCEPTED)**

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

1. Read the INSTRUCTIONS for each Schedule or Group.
2. Schedule or Group that does not apply to you, indicate so on the listing form. DO NOT LEAVE A SECTION BLANK, DO NOT WRITE "SAME AS LAST YEAR". \*\*
3. FAXED LISTINGS WILL NOT BE ACCEPTED \*\*

\*\* (A listing form may be rejected for these reasons and could result in late list penalties.)

##### 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. 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 here.
2. Principle Business in this County: What does the listed business do? For example: Tobacco Farmer, Manufacture electrical appliances, Laundromat, or Restaurant.
3. Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
4. Contact person for audit: In case the county tax office needs additional information, or to verify the information listed, list the person to contact here.
5. If out of business: If the business has closed, please complete this section and attach any additional information regarding the sale of the property.
6. Make any necessary address changes.

##### SCHEDULE A

The year acquired column: The rows which begin "2016" are the rows in which you report property acquired during the calendar year 2016. Other years follow the same format. Schedule A is divided into eight (8) groups. Each is addressed below. Some records 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 Yr Cost" plus "Additions" minus "Deletions" should equal "Current Yr Cost". If there are any additions and/or deletions, please attach a separate sheet, which describes and gives the cost of each of those additions and/or deletions.

**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, 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 that item was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment in 2001 for \$100, but the individual you purchased the equipment from, acquired it in 1992 for \$1000. You, the current owner, should report the property acquired in 1992 for \$1000. Property should be listed at its market 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 of \$2001. 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 \$2001, not the \$1000 that it actually cost the manufacturer.

**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, 2001 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total \$10,600 should be added in group (1) to the 2001 additions and the 2001 current year's cost column.

**Group (2) OFFICE FURNITURE & FIXTURES**

This group is for reporting 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 high-tech 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).

**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 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 barber shop, special lighting, or dropped ceilings.) If you have no leasehold improvements, write "none".

**Group (5) EXPENSED ITEMS**

This group is for reporting the costs of items, which are typically expensed as opposed to capitalized for income tax purposes. Fill in the blank, which asks for your business' "Capitalization Threshold". This is the dollar amount above which your business capitalizes all assets. If you have no expensed items, write "none".

**Group (6) OTHER**

This group should be used for special equipment, such as, but not limited to, Test Equipment, Signage and Idle Equipment (taken out of production permanently, but still on location Jan. 1)

**Group (7) SUPPLIES**

Almost all businesses have supplies. These include normal business operating supplies. The "TYPE" column is for, but not limited to, the following types of supplies: OFFICE, MAINTENANCE/JANITORIAL, MEDICAL, DENTAL, OR OTHER PROFESSIONAL SUPPLIES, BEAUTY/BARBER, FUELS OF ALL KINDS, EQUIPMENT SPARE PARTS, and HOTEL/MOTEL SUPPLIES. List the type and cost on hand as of January 1. Remember, the temporary absence of property on January 1, does not mean it shouldn't be listed, if that property is normally present. Supplies that are consumed immediately 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. Although inventory is exempt, supplies are not, even if a business carries supplies in an inventory account, they are taxable.

**Group (8) 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".

**SCHEDULE B - VEHICULAR EQUIPMENT - ATTACH ADDITIONAL SHEETS IF NECESSARY. Unregistered Motor Vehicles & trailers with multi-year tags.** This category is for these type vehicles only. DO NOT list vehicles with a current North Carolina registration unless the tags are IRP tagged vehicles or trailers. List any motor vehicles, which are not registered at all or semi-trailers or trailers registered on a multi-year basis. (Attach a list or spreadsheet as needed)

**SCHEDULE C - AIRCRAFT, BOATS & MOBILE HOMES**

Aircraft owned by you on January 1 must be reported. Show the model year, manufacturer model or series, hanger or tie-down location, serial number (not FAA number), original cost and year acquired. Additional equipment and avionics not included in original cost should be listed separately. Boats require complete identification of type, size and motor information. Indicate horsepower for all motors. Marina location for dock or storage, must be shown. Mobile homes should be reported showing the year of manufacture, model name, size, location, and original cost.

**SCHEDULE D - ACQUISITIONS AND DISPOSALS**

All machinery equipment, furniture and fixtures, and computer equipment, acquired since January 1, 2016 should be itemized showing the total installed cost of each item. In addition, all disposals made since January 1, 2016 should be itemized in detail in the appropriate columns. **Important:** Acquisition yr and cost must be given for disposals. An additional schedule may be attached if necessary.

**SCHEDULE E - PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS**

On January 1, if you have in your possession any machinery, furniture, vending or gaming equipment, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of 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 no leased/loaned equipment on hand, write "none" in this section. If property is held under a "capital lease" where there is a conditional sales contract, of if title to the property will transfer at the end of a lease due to a normal "purchase upon termination" fee, then the lessee is responsible for listing said equipment under the appropriate group.

**CHANGES TO REAL PROPERTY**

If your business owns real property, and has made improvements or deletions to the property, complete the section below. Changes to real property must be reported during the regular listing period (January 1-31). No extensions are granted for listing real property changes.

**AFFIRMATION**

If this form is not signed by an authorized person, it will be rejected and could be subject to penalties. PLEASE read the information regarding who may sign the listing form. Listings submitted by mail shall be deemed filed as of the date shown on the post-mark 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 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 sixty (60) days).

**CHANGES TO REAL PROPERTY**

Owner or Corp. Name \_\_\_\_\_ DBA \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ADDITION or DELETION (circle one) Location- Tax PIN \_\_\_\_\_

Brief Description \_\_\_\_\_ Const. Cost \_\_\_\_\_ % Complete Jan 1 \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_