

GENERAL INFORMATION

All sections of this return must be completed in accordance with these instructions or it will be rejected, making it subject to late listing penalties. If a section does not apply, so indicate. Do not leave it blank.

All listings are subject to being audited at any time. Returns are routinely compared to state income tax returns as filed with the North Carolina Department of Revenue. Willful failure to list, or removal or concealment of property to evade taxation shall be guilty of a class 2 misdemeanor.

The disclosure of social security number is voluntary. This number is needed to establish the identification of individuals. The authority to request this number for the administration of tax is given by United States Code Title 42, Section 405(c)(2)(C)(i) and N.C.G.S. 105-309.

NAME AND ADDRESS

Type or legibly print the incorporated name if a corporation, the business name if a partnership or the owner's name and trade name if a sole proprietor, and mailing address.

All other questions in this section are self-explanatory and should be completed. If a question is not applicable, so indicate.

SCHEDULE A

MACHINERY & EQUIPMENT, FURNITURE & FIXTURES

Personal property in the categories of machinery, equipment, furniture, fixtures, computer equipment including "canned" software (software not custom designed for your system), and leasehold improvements are to be reported in this section. The total cost of each category is to be listed by the year of acquisition. Fully depreciated items must be included.

Companies engaged in the business of leasing, or if you own equipment in Lenoir County and lease the equipment to someone else, attach a schedule that includes the following: identification of equipment, year of manufacture, selling price new, and lessees' complete names and addresses.

Property should be reported at 100% acquisition cost including installation, sales tax, freight and all other costs incurred with obtaining the property and making it ready for its intended use. Do not report a reduced basis resulting from a trade-in of used property, or because you have elected an IRS section 179 deduction on the property.

Items that you purchased and expensed should be reported in the appropriate space.

Property to be listed in this schedule is to be reported as of January 1. Taxpayers with a fiscal year ending date other than December 31 will have to update their records to the January 1 reporting date.

SCHEDULE B - UNLICENSED VEHICLES

Unlicensed vehicles do not include fork lifts or commercial/industrial tractors. These should be included under Machinery & Equipment on Page 1, Schedule A. If a body, such as a dump, mixer, etc. or special equipment such as a crane, are mounted on a vehicle, list such items separately showing the total installed cost and the year acquired. **IMPORTANT:** You must show the particular vehicle (with VIN Number) on which this body or equipment is installed. If your records do not allow you to separate the cost of the body/equipment from the cost of the truck, you may list both as one unit but indicate that you have done so.

SCHEDULE C - AIRCRAFT, BOATS AND MOBILE HOMES

Aircraft owned by you on January 1 must be reported. Show the model year, manufacturer, model or series, hangar or tiedown 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 type. Indicate separately horsepower for outboard motors. Marina location for dock or storage must be shown. Mobile homes should be reported showing the year of manufacture, manufacturer's name, the size, location and original cost.

SCHEDULE D - ADDITIONS AND DELETIONS

All machinery equipment, furniture and fixtures, etc. acquired since January 1 should be itemized showing the total installed cost of each item. This applies to expensed assets as well as capitalized assets. Assets should be categorized as expensed and capitalized in this section. In addition, all disposals made since January 1 should 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.

COMPLETE AND RETURN BY JANUARY 31

SCHEDULE E - LEASEHOLD IMPROVEMENTS

Briefly describe any additions or deletions to leasehold improvements. Take care to itemize so that real and personal property can be differentiated. Report the owner of the real property and its location.

SCHEDULE F - SUPPLIES

Effective January 1, 1988, all inventories owned by manufacturers and retail and wholesale merchants are exempt from ad valorem taxation. All other supplies and materials not held for sale remain taxable.

G.S. 105-273 (8A) "Inventories" means goods held for sale in the regular course of business by manufacturers and wholesale and retail merchants. As to manufacturers, the term includes raw materials, goods in process, and finished goods, as well as other materials or supplies that are consumed in the manufacturing or processing, or that accompany and become a part of the sale of the property being sold. The term also includes crops, livestock, poultry, feed used in the production of livestock and poultry, and other agricultural or horticultural products. **The term does not include fuel used in manufacturing or processing, nor does it include materials or supplies not used directly in manufacturing and processing.** As to retail and wholesale merchants, the term includes, in addition to articles held for sale, packaging materials that accompany and become part of the sale of the property being sold. (All other materials and supplies are taxable.)

In summary, all property held for sale in the regular course of business or consumed in the manufacture of property to be sold or that regularly becomes part of the sale is now exempt from ad valorem taxation. All other materials and supplies in your possession remain taxable and are to be listed at 100% acquisition cost as of the January 1st assessment date. Do not place an arbitrary value on this property. Expense records and other documentation may be required to support the amounts listed.

AFFIRMATION

Signature of principal or one officially empowered by a principal is required. Returns that are unsigned or not signed by a proper authority will be rejected.

PAGE 3 PROPERTY IN YOUR POSSESSION OWNED BY OTHERS JANUARY 1

SCHEDULE G - EQUIPMENT

If you had any personal property owned by others in your possession on January 1, you must report the owner, property description, lease information, and selling price new.

SCHEDULE H - CHANGES TO REAL PROPERTY

Changes to real property must be reported during the regular listing period (January 1 - 31).

APPLICATION FOR BUSINESS PROPERTY TAX EXEMPTION

Under the provisions of G.S. 105-282.1, every owner of the types of property described below claiming exemption of exclusion from property taxes thereon must demonstrate that it meets the statutory requirements for exemption of classification. Claims for exemption or exclusion must be filed annually with the assessor of the county in which the property is located during the statutory listing period.

- (1) Imported property held at seaport terminal.
- (2) Special nuclear materials.
- (3) Property used for pollution abatement.
- (4) Property used for recycling or resource recovery.
- (5) Property shipped into this state for the purpose of repair, alteration, maintenance or servicing and reshipment to the owner outside this state.

Application for business property tax exemption (Form AV-12) may be obtained by contacting the tax department.

MAILING ADDRESS:

LENOIR COUNTY TAX ASSESSOR
P O BOX 459
KINSTON NC 28502-0459

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. If no date is shown on the postmark, or if the postmark is not affixed by the U.S. Postal Service (for instance, your own postage meter), the listing shall be deemed to be filed when received in the office of the tax assessor.

THANK YOU