

**SCHEDULE A - SUPPLIES AND MATERIALS** - Operating supplies, expensed supplies and materials, spare parts, janitorial and cleaning supplies, fuels of all kinds, and all other supplies and materials not held for sale in the regular course of business, or that do not become a part of the product of a manufacturer are reportable for property tax purposes. Motels, hotels, and restaurants should list linens, china, glassware, silverware, pots and pans, etc. not reported in Schedule B. Failure to list supplies may result in the form being returned for correction.

**SCHEDULE B - MACHINERY, EQUIPMENT, FURNITURE, FIXTURES, LEASE-HOLD IMPROVEMENTS, EXPENSED ITEMS, COMPUTERS/SOFTWARE, FARM EQUIPMENT**

Business personal property in the categories referenced above are to be reported in this section. Capitalized software purchased from an unrelated business entity is taxable. The total historical cost of computer equipment and computer software should be combined together by year and reported in the computer equip/software column. Do not write "see attached" and attach a depreciation schedule or list of assets that will have to be summarized by this office. This may cause the form to be rejected and returned for completion. Taxable property must be reported as of January 1, 2012. **DO NOT REPORT PREVIOUS YEARS PRE-PRINTED VALUE FOR THIS YEARS REPORTED COST.** Taxpayers with a year ending other than December 31 will have to update their records to the January 1 assessment date. All property should be reported at 100% acquisition cost including installation, sales tax and freight. Do not report a reduced basis resulting from a trade-in of property or from the election to use Section 179 of the IRS Code. **FULLY DEPRECIATED ITEMS MUST BE INCLUDED.** Please attach an itemized schedule showing individual cost per item on leasehold improvements. **FAILURE TO DO SO WILL RESULT IN ALL LEASEHOLD IMPROVEMENTS BEING ASSESSED AS PERSONAL PROPERTY.**

**SCHEDULE B continued - Report CIP at 100% cost as of January 1, 2012.**

Previously leased equipment which has been acquired should be listed on Schedule B at the original cost and in the year in which the lease originally began. If you own equipment located in Forsyth County that is leased to others, please attach a schedule with the information requested in Schedules E and/or F.

**SCHEDULE C - AUTOMOBILE DEALERS AND BUSINESSES WITH VEHICLES SUBJECT TO THE GROSS RECEIPTS TAX**

Vehicles subject to short term rentals or leases are exempted from property tax regulations and are subject to a monthly gross receipts tax based on rental or lease income. These vehicles are still subject to the City of Winston-Salem and Town of Kernersville vehicle fee. Please report in this section the number of short term rental vehicles that are subject to the gross receipts tax and were located in Forsyth County on January 1. **ALSO ATTACH A LIST OF THESE VEHICLES WITH TAG #s AND VIN #s TO BE SURE THEY ARE NOT TAXED AS REGULAR REGISTERED MOTOR VEHICLES.**

If your company is subject to this law and has not complied with the gross receipts requirements, please contact the **Collector's Office** for the appropriate forms and regulations. Additional schedules should be attached if necessary.

**FARMS AND BUSINESSES WITH UNREGISTERED MOTOR VEHICLES & MULTI-YEAR TRAILERS** - List all unregistered vehicles having a tax situs in Forsyth County on January 1, which were owned on January 1, and did not have a valid NC license plate or current NC registration. **TRAILERS WITH MULTI-YEAR REGISTRATIONS SHOULD BE LISTED IN THIS SECTION.** Automobile dealers with "loaner" vehicles and vehicles using dealer license plates are required to list these vehicles even if not titled (with the exception of demonstrators).

**SCHEDULE D - AIRCRAFT, BOATS AND MOBILE HOMES** - Aircraft owned and located in Forsyth County on January 1 must be reported showing **ALL** of the information requested in Schedule D - Aircraft. Additional equipment and avionics not included in the original cost should be listed separately. Antique aircraft have been designated as a special class of property by the Legislature and may qualify for a value reduction, but only if they are registered with the FAA and meet additional strict criteria. Unregistered antique aircraft must be assessed at market value based on condition. Boats owned January 1 must be listed showing all of the applicable information in Schedule D - Boats. Mobile homes owned on January 1 must be listed showing all the information in Schedule D - Mobile Homes.

Property in your possession but owned by others must be reported to the Tax Office by January 15. The report should include the name and address of the owner, a description of the property, quantity and the value if known. Failure to complete this section makes you liable for all applicable taxes on the property, plus a \$250 fine. By attachment, please indicate if you have already filed the report required by General Statute 105-315.

**SCHEDULE E - LEASED EQUIPMENT** - Complete all sections of Schedule E. Do not report equipment in Schedule E whose cost is also reported in Schedule B.

**SCHEDULE F - LEASED VEHICLES** - Complete all sections of Schedule F. The vehicle identification number is necessary to properly identify vehicles.

**SCHEDULE G - GENERAL BUSINESS INFORMATION** - Please provide all requested applicable information, including filing status and type of business.

**SCHEDULE H - EXEMPT PERSONAL PROPERTY** - Under the provisions of G. S. 105-282.1, every owner of property claiming exemption or exclusion from property taxes must demonstrate that it meets the statutory requirements for exemption or exclusion. New applications for exemption or exclusion must be filed during the annual listing period. The forms may be obtained from the Tax Administration website at [www.forsyth.cc/tax](http://www.forsyth.cc/tax) under the Forms tab or by contacting a Tax Deferral/Exempt Specialist in the Tax Administration office. Exempted or excluded property is subject to annual compliance review by this office.

**AFFIRMATION OF 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, **MUST** physically sign the listing. **LISTING FORMS THAT ARE UNSIGNED OR NOT SIGNED BY PROPER AUTHORITY WILL BE REJECTED.**



The North Carolina Department of Revenue has prepared documentation for the authorization of an agent of the taxpayer to prepare and sign the listing abstract. The required forms and instructions will be available on the following web site.

[http://www.dornrc.com/downloads/property\\_listingform.html](http://www.dornrc.com/downloads/property_listingform.html)

## CHANGE OF NAME, MAILING ADDRESS OR LOCATION ADDRESS

Please make corrections to the name and mailing address directly on the listing form. **PLEASE VERIFY THE PHYSICAL LOCATION OF BUSINESS.** Failure to show proper street address may result in property being incorrectly billed.

### Practical Helpful Information:

- Please read the instructions.
- Be sure to sign and date the back of the listing form.
- Keep a copy of the form for your records.
- Return the original forms. Copies are not acceptable.
- An Extension Request form can be printed from the Tax Administration web page. [www.forsyth.cc/tax](http://www.forsyth.cc/tax)
- Mail or return the listing form on time to avoid a late listing penalty.
- Do not write "same as last year" on the form. Forms will be returned and must be completed and mailed before the deadline.
- Do not leave a schedule blank. If a schedule does not apply, indicate on the form.
- Do not write "see attached" on Schedule B and attach a depreciation schedule or list of assets that will have to be summarized by this office. This may cause the form to be rejected and returned for completion.
- All business listings are subject to audit at any time.
- The Business Personal Property Tax system identifies all of your business information and history by your unique listing number; please provide this important information with all written and oral communication.

- Aircraft are to be listed on this form. Individual owners should complete Schedule D and date and sign form.
- Business forms are generated from the previous listings and research conducted by the Business Section. Please contact us if your business is listed with a different name or listing number.
- Professional libraries, vault equipment, POS equipment, cell/broadcast towers, golf carts, special tooling, milling equipment, etc. should not be listed on Schedule B. Please attach a separate list showing cost by year acquired.
- We will not accept a fax copy or an emailed copy of the business listings form until the original form is received. The original business form and any attached information must be mailed the same day the listing is sent. The official date of receipt will be determined by the cancellation date affixed by the U S Postal Service.

\*\*\* ATTENTION! \*\*\*

Companies (leasing, etc.) with assets in multiple Forsyth County taxing jurisdictions - please provide your listings on both paper media, as well as in an electronic file via e-mail or on CD. Our preferred file format is Microsoft Excel. Visit our web page for more information.

For Assistance: (336) 703-2300, press # 4  
Or email: [businessproperty@forsyth.cc](mailto:businessproperty@forsyth.cc)

### OUT OF BUSINESS INFORMATION

Complete the Out of Business Section and Affirmation of Taxpayer if no longer doing business in Forsyth County.

If the business assets have been sold, or are not reportable as of January 1, 2012, please return the form with the Out of Business Section completed. Explain what happened to the assets of the business. The information provided will be used to determine the appropriate tax treatment for these assets. Failure to complete this section may result in the business assets being billed to you.

Listings are due during the regular listing period ending on January 31, 2012, unless the Board of County Commissioners vote to extend the regular listing period. Individual extensions may be obtained by sending a written request showing good cause to Forsyth County Tax Administration by January 31. This request should include the business name and the Forsyth County assigned listing number as shown on the business form. If this is for a new business or a new business location in Forsyth County, provide the name, mailing address and physical location of the business. **Individual business extensions may be granted to April 15<sup>th</sup>.**

North Carolina General Statute 105-312 requires a late listing penalty for all listings submitted after the regular listing period has expired or at the expiration of any granted extensions.

**IMPORTANT:** Hand delivered forms will be deemed to be filed the day they are delivered to this office. Listings submitted by mail shall be deemed to be filed as of the postmark cancellation date 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, the listing shall be deemed to be filed when received in the office of Forsyth County Tax Administration. All metered mail is deemed to be filed when received by this office, unless it has been canceled by the U S Postal Service. Listings delivered by UPS, FedEx, or any type of delivery service shall be deemed to be filed on the date of delivery to this office

For more information and a list of frequently asked questions, please visit our web site at:

[www.forsyth.cc/tax/business.aspx](http://www.forsyth.cc/tax/business.aspx)



### Who must file a listing?

Any individual or business owning or possessing personal property used or connected with a business or other income producing purpose as of January 1 should file a listing. Temporary absence of personal property from the place at which it is normally taxable shall not affect this rule.

N.C.G.S. 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."

### What property should be listed?

A description of the kind of property to be reported in the schedules displayed on the listing form are defined inside.

### Where and when to list.

Taxpayers should complete and return the original listing form to the Forsyth County Tax Administration Office.

### Hand delivered to:

Forsyth County Government Center  
Business Personal Property  
201 N. Chestnut Street  
Winston-Salem, NC 27101

**Mailed:** A self addressed envelope is provided or mail using your own envelope to the address below:

Forsyth County Tax Administration  
P. O. Box 757  
Winston-Salem, NC 27102-0757

**Electronic:** Go to [www.Forsyth.cc/tax](http://www.Forsyth.cc/tax) and choose the link for Online Business listing.