

INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THE OTHER SIDE

1. Why is Alamance County mailing these forms?

North Carolina General Statutes requires all property owners in North Carolina to list their taxable personal property for the purpose of taxation in January of each year. As a courtesy to the citizens of Alamance County, the Assessor's office is notifying our citizens of their responsibility to list property.

2. What if I do not return this form?

A 10% penalty will result, based on North Carolina law, if you fail to return this form completed and signed by January 31. Mailed forms must have a US Postal Service Postmark of January 31 or earlier.

3. What am I required to list on this form?

You are required to list any taxable personal property in the space provided on the other side of this form, **excluding** business personal property or farm equipment used for the production of income which is to be listed on a separate business form. Please call 336-570-4124 about a business form. Motor vehicles with current license tags are not to be listed on this form, **unless they carry a multi-year tag**. Property taxes are paid to the Department of Motor Vehicles with tag renewal fee on licensed vehicles.

The following types of personal property should be listed: Singlewide mobile homes, **doublewide manufactured homes (see below)**, boats, jet skis, aircraft, **multi-year tagged trailers**, and any unregistered motorcycles, automobiles, trucks, trailers, campers, and motor homes.

If you have any questions or need any assistance in completing this form, please call our office at 336-570-4126 or visit our office any time, Monday through Friday, from 8:00 a.m. to 5:00 p.m.

****IMPORTANT INFORMATION FOR DOUBLEWIDE MANUFACTURED HOME OWNERS****

In accordance with North Carolina state law effective January 1, 2002, doublewide manufactured homes are to be billed as personal property if the home is owned by someone other than the land owner. If you do not own the land your manufactured home is located on, you must list it during the month of January each year. The manufactured home you were billed for last year has been preprinted on the front of this form. Please verify that the information is correct, list any other personal property items you may have, sign and return to the tax office by January 31 to avoid a late list penalty.

ADDITIONAL INFORMATION

If your address has changed, please mark through the incorrect address on the front of the tax listing form and write in your current address. Please provide your social security number, and home and work phone numbers in the appropriate sections in case there is some question about your listing form.

Please be sure to sign the form and return to our office in the enclosed envelope prior to January 31, 2020 to avoid a 10% late list penalty, even if you do not have any changes from last year.