

**BUSINESS LISTING INSTRUCTIONS - COMMONLY ASKED QUESTIONS**  
**ONLINE LISTING AND EXTENSION REQUEST: <https://alamance.civisys.com/bprequest.html>**

**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 the 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." A Class 2 misdemeanor is punishable by **imprisonment for up to six months.**

**When and where to list?**

**Listings are due on or before January 31. Mailing address: Alamance County Tax Office, Attn: Business Listing Processing Center, PO BOX 1107, Mount Airy NC, 27030-1107. If you have any questions or need assistance, please call: 336-570-4124 or 336-570-4125.**

As required by state law, late listings will receive a penalty (10% each year not listed). An extension of time to list may be obtained by sending a written request showing "good cause" to the Alamance County Assessor's Office by **January 31.**

**How do I list? – Three important rules:**

- (1) Read these INSTRUCTIONS for each schedule or group. Contact our office if you have need additional clarification.
- (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 listings forms, each form must be completed separately.

**INFORMATION SECTION**

**Complete or update 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. **Real Estate Owned by,**
- (2) **Type of Business** in Alamance County: What does the listed business do? For example: Tobacco Farmer, Manufacture electrical appliances, Laundromat, Restaurant. The **SIC or NAICS code** may help describe this information, if you do not know the **SIC or NAICS code**, please write "unknown".
- (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 be contacted here.
- (5) **If out of business:** If the business we have sent this form to 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 indicate by year when you acquired the property being listed. All equipment should be listed in the original year acquired.

**Schedule A** is divided into eight (8) groups. Each is addressed below. Prior Years Cost (Original Costs) may be 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 Current Year's Cost (Total Cost) 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 "Original 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 attach an 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: 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.**

**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, which 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 2009 for \$100, but the individual you purchased the equipment from acquired the equipment in 2000 for \$1000. You, the current owner, should report the property as acquired in 2000 for \$1000.

Property should be reported as its actual historical installed cost IF 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 its cost at the retail level of trade, which is \$2000, not the \$1000 it actually cost the manufacturer. Leasing companies must list property they lease at the retail trade level, even if their cost is at the manufacturer or wholesaler level of trade.

### 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 no other costs incurred. The \$10,600 should be added in-group (1) to the 2006 current year's cost column, every year until it is removed.

### GROUP (2) OFFICE FURNITURE

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 (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. **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 computerized point of sales 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) Machinery & Equipment or Group (6) other.

### GROUP (4) LEASEHOLD IMPROVEMENTS

This group includes improvements made by or for the business to real property leased or used by the business. The improvements may or may not be intended to remain in place at the end of the lease, but they must still be listed by the business unless it has been determined that the improvements will be appraised as real property by the county for this tax year. (Examples are lavatories installed by lessee in a barber shop, special lighting, or dropped ceiling.) Contact our office to determine if you question whether these improvements will be appraised as real property for this tax year. If you have no leasehold improvements write "none". **If this category is used, you must attach a detailed list of all leasehold improvements.**

### GROUP (5) EXPENSED ITEMS

This group is for reporting any assets, which would typically be capitalized, but due to the business' capitalization threshold, have been expensed. **Report current year only** 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 (6) OTHER

Only use as instructed by authorized county personnel. **If this category is used, you must submit a detailed list as to what assets are included in this group.**

### GROUP (7) CONSTRUCTION IN PROGRESS

CIP is business personal property, which is under construction 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. **You must list in detail as to what is included in the CIP account.** If you have no CIP, write "none".

### GROUP (8) SUPPLIES

Almost all businesses have supplies. These include normal business operation supplies. The "TYPE" column is for, but is not limited to the following "types" of supplies (1): **OFFICE SUPPLIES, (2) FUELS HELD FOR CONSUMPTION (3) SPARE PARTS AND REPLACEMENTS (4) ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED (RESTAURANT AND HOTEL ITEMS): lines/small wares/cookware not listed in schedule A (5) MEDICAL/DENTAL (6) BEAUTY/ BARBER SHOP SUPPLIES (7) MAINTENANCE /JANITORIAL SUPPLIES.** List the type and cost on hand as of January 1. Remember, the temporary absence of property 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. (Formula: Add all expense accounts for the year that contain supplies and divide by (12) twelve to give a (1) month supply on hand.)

### SCHEDULE B VEHICULAR EQUIPMENT-Attach additional sheets if necessary.

#### GROUP (1) UNREGISTERED MOTOR VEHICLES, MULTI-YEAR REGISTERED TRAILERS

**If you own Unregistered Motor Vehicles, Multi-year Tagged trailers, IRP (International Registration Plan) plated vehicles or special bodies attached they must be listed. DO NOT list motor vehicles registered with the NC Department of Motor Vehicles.**

#### GROUP (2), (3), (4) SHOULD BE LISTED AS APPROPRIATE.

### 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 15<sup>th</sup> 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.

### AFFIRMATION

If an authorized person does not sign the form, 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 up to 6 months)