

**GUILFORD COUNTY TAX DEPARTMENT**  
BUSINESS PERSONAL PROPERTY  
P O BOX 3138  
GREENSBORO NC 27402-3138

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# 2004 GUILFORD COUNTY BUSINESS PERSONAL PROPERTY TAX FORMS

THESE ARE YOUR 2004 PERSONAL PROPERTY TAX FORMS FOR REPORTING ALL BUSINESS PERSONAL PROPERTY OWNED ON JANUARY 1, 2004. READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM.

THIS RETURN MUST BE FILED BY JANUARY 31, 2004. FOR MORE INFORMATION CALL THE GUILFORD COUNTY TAX OFFICE AT

**(336) 641-3345 GREENSBORO**

**(336) 845-7920 HIGH POINT**

**PLEASE NOTE OUR NEW 3 DIGIT TELEPHONE PREFIX**

# BUSINESS PERSONAL PROPERTY LISTING INSTRUCTIONS

## GENERAL INFORMATION

Any individual or business owning or possessing personal property used in connection with a business or other income producing purpose on January 1 must file a Business Personal Property Tax Return before the close of the listing period. Listings are due on or before January 31, 2004. They must be filed with the Guilford County Tax Dept. at:

For taxpayers in High Point Township:	All other Townships:
Guilford County Tax Department Business Section P.O. Box 698 High Point, N.C. 27261-0698	Guilford County Tax Department Business Section P.O. Box 3138 Greensboro, N.C. 27402-3138

Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the US Postal Service. If no date is shown on the postmark or if the postmark is not affixed by the US Postal Service (for instance your own postage meter) the listing shall be deemed to be filed when received in the office of the County Assessor. As required by state law, late listings will receive a 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.

Read these instructions for each schedule or group. If a schedule or group does not apply to you indicate so on the form. Do not leave a section blank. Do not write "SAME AS LAST YEAR". A listing may be rejected for these reasons and could result in a penalty.

All listings are subject to being audited. Returns are routinely compared to State tax returns as filed with the N.C. Department of Revenue. Willful failure to list, or removal or concealment of property to evade taxation is punishable by fine or imprisonment.

## PAGE 1 INFORMATION SECTION

Remove the preprinted label from the cover and attach it in the space provided. Make any corrections to the label necessary. If you do not have a preprinted label, type or legibly print the name, trade name (if any) and mailing address. Specify the category to which your business belongs and the type of business you operate. Indicate the physical location of your property, the date your business began operations in Guilford County and the date your business year ends. Provide the name, address, and telephone number of the person to contact if additional information is required. Where applicable, Social Security numbers are not required to be on this form. If provided, we will use these numbers to assist us in the administration of the property tax. Our authority to request these numbers is found in 42 USC 405(c)(2)(C)(i), N.C.G.S. 105-296(a), and other applicable law. If your business ceased operations last year, enter the date operations ceased, the manner in which the operations closed, and the final disposition of the company's personal property. All other questions are self explanatory and should be completed. If a question is not applicable, indicate so.

### SCHEDULE A - SUPPLIES AND EXPENSED ITEMS

Almost all businesses have supplies. These include but are not limited to operating supplies, fuels held for consumption, replacement and spare parts, and display items. Supplies that are immediately consumed in the manufacturing process or that become a part of the property being sold such as packaging materials should not be listed. Taxable supplies may include goods owned by a manufacturer, wholesaler, or retailer, which have been committed to use by the owner prior to their ultimate sale or disposition. These supplies could include items from raw materials, goods in process, and finished goods inventories committed to use by the owner in research and development, manufacturing, and marketing activities. Even if a business carries supplies in an inventory account, they remain taxable.

Also report the cost of expensed items on hand January 1. Expensed items are assets which would be typically capitalized, but due to the business' capitalization threshold, they have to be expensed. Fill in the blank which asks for your company's capitalization threshold. Section 179 expensed items should be reported in Schedule B.

### SCHEDULE B - MACHINERY AND EQUIPMENT

Personal property in the categories of machinery, equipment, furniture, fixtures, computer equipment (including capitalized software purchased or licensed from an unrelated entity and all embedded software, capitalized or expensed, such as an operating chip or circuit) and leasehold improvements are to be reported in this section. The total cost of each separate category is to be listed by year of acquisition. Fully depreciated items must be included.

Property must be reported at 100% of the cost associated with bringing that property into operation. These costs may include invoice cost, trade-in allowances, freight, installation, sales tax and construction period interest. Do not report a reduced basis resulting from a trade-in of used property or an IRS Section 179 deduction. The cost figures reported should be the original cost of an item when first purchased even if purchased by someone other than the current owner. Manufacturers and lessors who use or lease the equipment they manufacture must list their equipment at the retail level of trade rather than manufacturing cost. Lessors of equipment must attach a schedule that includes the following: identification of equipment, year of manufacture, selling price new, and lessees' names and addresses.

Personal property construction in progress must be reported as of January 1, 2004 at 100% cost incurred to date.

Property included in this schedule is to be reported as of January 1, 2004. Taxpayers with a fiscal year end other than December 31 will have to update their records to the January 1 reporting date.

Signature of a principal officer or a full-time employee of the taxpayer officially empowered by a principal officer is required. Returns that are unsigned or not signed by the proper authority will be rejected.

## PAGE 2 SCHEDULE C - ADDITIONS AND DELETIONS

All personal property acquired since January 1, 2003 should be itemized showing the total installed cost of each item. In addition, all disposals made since January 1, 2003 should be itemized in detail in the appropriate columns. An additional schedule should be attached if necessary.

## SCHEDULE D - LEASEHOLD IMPROVEMENTS

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

## SCHEDULE E - VEHICULAR EQUIPMENT

GROUP (1) - Unregistered motor vehicles, trailers with a multiyear tag, vehicles registered out of state, and special equipment mounted on ANY vehicle should be listed here.

GROUP (2) - Aircraft and watercraft must be reported showing the model year, manufacturer, model or series, hangar or marina location, the serial number for aircraft, the original cost, and the year of acquisition. Additional equipment not included in the original cost should be listed separately.

GROUP (3) - Mobile homes should be listed noting the year of manufacture, make, model, width and length, physical location, original cost, and year acquired.

## PAGE 3 SCHEDULE F - INTANGIBLE PERSONAL PROPERTY

List as shown on the form all leases or rentals of real property from exempt owners such as the local, state, or federal government, an airport authority, university, or church. Software categorized as intangible should be listed in Schedule B.

## SCHEDULE G - PROPERTY OWNED BY OTHERS

If on January 1, you have in your possession any machinery, equipment, molds, dies, furniture, vending equipment, game machines, postage meters, motor vehicles, trailers, aircraft, or any other equipment which is leased, loaned, or otherwise held and not owned by you, a complete description and ownership of the property should be reported in this section. This information will be used to verify assessments made in the name of the owner. If you hold the property 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 you are responsible for listing the property in Schedule B.

## SCHEDULE H - FARM TRACTORS

Only farm tractors should be listed in this section. All other farm equipment should be listed in Schedule I. Tractors should be listed as to year of manufacture, make, model or series, whether they are gas or diesel powered, year purchased, and original cost. Additional equipment not included in the original cost such as bush hogs should be listed separately.

## SCHEDULE I - FARM EQUIPMENT

Farm implements, machinery, equipment, and office equipment should be reported in this section. The total cost of each separate category is to be listed by year of acquisition. Fully depreciated items must be included. This information may be obtained from your depreciation schedule or asset ledger.

## PAGE 4 REAL PROPERTY

If your business owns real property and has made improvements or deletions to the property, complete this section and return it along with your personal property listing before the close of the listing period. Clearly identify the type of improvement or deletion made, the total cost, and the percentage complete as of January 1.

## EXEMPTIONS

Applications for business personal property exemptions may be obtained by contacting the Tax Department and must be filed during the listing period.

For a complete list of property excluded from the tax base or exempted by application, or for additional information please contact the Guilford County Tax Department.

In Greensboro the address is:

In High Point the address is:

Guilford County Tax Dept.  
Business Section  
P.O. Box 3138  
Greensboro, N.C. 27402-3138  
Telephone (336) 641-3345  
Fax (336) 641-3322

Guilford County Tax Dept.  
Business Section  
P.O. Box 698  
High Point, N.C. 27261-0698  
Telephone (336) 845-7920  
Fax (336) 845-7922

PLEASE NOTE OUR NEW 3 DIGIT TELEPHONE PREFIX



**BUSINESS PERSONAL PROPERTY LISTING FORM**

FILING STATUS <input type="checkbox"/> CORPORATION <input type="checkbox"/> PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> UNINCORPORATED ASSOCIATION <input type="checkbox"/> OTHER (SPECIFY) _____	LISTING NUMBER	MUNICIPALITY	TOWNSHIP	SPECIFY PRINCIPAL BUSINESS ACTIVITY IN GUILFORD COUNTY	
	NAME 1 (ATTACH MAILING LABEL SEE INSTRUCTIONS)			LOCATION OF PROPERTY (STREET ADDRESS)	
	NAME 2			DATE BUSINESS YEAR ENDS	DATE BUSINESS COMMENCED HERE
	ADDRESS 1			PERSON TO CONTACT FOR AUDIT (NAME, ADDRESS, TELEPHONE)	
BUSINESS CATEGORY <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER (SPECIFY) _____	ADDRESS 2		STATE OF INCORPORATION	FEIN OR SOCIAL SECURITY NUMBER	
	CITY, STATE, ZIP		FORMER OWNER IF PROPERTY WAS LISTED BY ANOTHER IN 2003		
	PARTNERSHIP OR UNINCORPORATED ASSOCIATION - NAMES AND ADDRESSES OF PARTNERS OR PRINCIPALS (ATTACH SCHEDULE IF NECESSARY)				
	OTHER NC COUNTIES IN WHICH YOU FILED A BUSINESS PROPERTY RETURN (ATTACH SCHEDULE IF NECESSARY)				
IF OUT OF BUSINESS COMPLETE THIS SECTION DATE OPERATIONS CEASED ____ / ____ / ____		CHECK ONE: SOLD _____ CLOSED _____ BANKRUPT _____ OTHER _____		SOLD EQUIPMENT / FIXTURES / SUPPLIES TO (GIVE BUYER'S NAME, ADDRESS & PHONE)	

SCHEDULE A - SUPPLIES AND EXPENSED ITEMS AS OF JANUARY 1				DEPARTMENT USE ONLY			
<i>DO NOT USE AN ARBITRARY FIGURE. EXPENSE AND OTHER DOCUMENTATION MAY BE REQUIRED TO SUBSTANTIATE ALL ENTRIES.</i>				APPRaiser	TWP	RC	ST
1. OFFICE, MAINTENANCE, JANITORIAL, MEDICAL, DENTAL, BARBER AND BEAUTY SUPPLIES							
2. FUELS HELD FOR CONSUMPTION				FMEQ			
3. REPLACEMENT PARTS OR SPARE PARTS				MVEH #			
4. RESTAURANT AND HOTEL ITEMS SUCH AS LINENS AND COOKWARE NOT LISTED IN SCHEDULE B				OVEH #			
5. RENTAL ITEMS NOT SOLD IN THE NORMAL COURSE OF BUSINESS AND NOT LISTED IN SCHEDULE B				MOBH #			
6. ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED ABOVE				ACFT #			
				SUP			
				TOTAL			
7. DISPLAY ITEMS INCLUDING FINISHED GOODS INVENTORIES COMMITTED TO USE PRIOR TO ULTIMATE SALE OR DISPOSITION. LIST BY YEAR OF ACQUISITION. ATTACH SEPARATE SCHEDULE IF NECESSARY		2003		FNFx			
		2002		OTHER 1			
		PRIOR		OTHER 2			
8. EXPENSED ITEMS: LIST TOTAL AMOUNT ON HAND BY YEAR ACQUIRED CAPITALIZATION THRESHOLD: _____ (SECTION 179 EXPENSED ITEMS SHOULD BE REPORTED IN SECTION B)		2003		TOTAL			
		2002					
		PRIOR					

SCHEDULE B - MACHINERY, EQUIPMENT, FURNITURE, FIXTURES, COMPUTERS, SOFTWARE, LEASEHOLD IMPROVEMENTS & CIP						
<i>LIST AT TOTAL COST BY YEAR OF ACQUISITION INCLUDING ALL FULLY DEPRECIATED ASSETS AS OF JANUARY 1. ATTACH SEPARATE SCHEDULES IF NECESSARY.</i>						
YEAR OF ACQUISITION	MACHINERY & EQUIPMENT	FURNITURE & FIXTURES	COMPUTER EQUIPMENT & SOFTWARE	LEASEHOLD IMPROVEMENTS	TOTAL	DEPARTMENT USE ONLY
2003						
2002						
2001						
2000						
1999						
1998						
1997						
1996						
1995						
1994						
1993						
1992						
1991						
1990						
1989						
PRIOR						
TOTAL						

<b>CIP.</b> PERSONAL PROPERTY CONSTRUCTION IN PROGRESS AS OF JANUARY 1 AT 100% COST INCURRED TO DATE		
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AFFIRMATION OF TAXPAYER

Under penalties prescribed by law, I hereby 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 that his affirmation is based on all the information of which he has any knowledge. Listing MUST be signed by a principal officer or full-time employee of taxpayer.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PREPARER OTHER THAN TAXPAYER \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_



NAME: \_\_\_\_\_ DBA: \_\_\_\_\_

**SCHEDULE F - INTANGIBLE PERSONAL PROPERTY**

LIST ALL LEASES OR RENTALS OF REAL PROPERTY FROM EXEMPT OWNERS SUCH AS THE LOCAL, STATE, OR FEDERAL GOVERNMENT, AN AIRPORT AUTHORITY, UNIVERSITY OR CHURCH.  
LIST SOFTWARE IN SCHEDULE B.

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE	MONTHLY PAYMENT	LENGTH OF LEASE	ACCOUNT OR LEASE NUMBER

**SCHEDULE G - PROPERTY OWNED BY OTHERS IN YOUR POSSESSION ON JANUARY 1**

LIST ALL BUSINESS PERSONAL PROPERTY IN YOUR POSSESSION ON JANUARY 1 THAT IS OWNED BY OTHERS. THIS INCLUDES ALL EQUIPMENT LEASED, LOANED, OR OTHERWISE HELD. GIVE THE OWNER'S NAME AND ADDRESS, A DESCRIPTION OF THE PROPERTY, LEASE INFORMATION IF ANY, AND SELLING PRICE NEW. ATTACH SEPARATE SCHEDULE IF NECESSARY.

**GROUP (1) EQUIPMENT OWNED BY OTHERS IN YOUR POSSESSION JANUARY 1.**

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE	MONTHLY PAYMENT	LENGTH OF LEASE	ACCOUNT OR LEASE NUMBER	SELLING PRICE NEW

**GROUP (2) - MOTOR VEHICLES, TRAILERS, OR AIRCRAFT OWNED BY OTHERS IN YOUR POSSESSION ON JANUARY 1.**

LIST BELOW ALL MOTOR VEHICLES AND TRAILERS NOT REGISTERED IN NORTH CAROLINA AND ALL AIRCRAFT OWNED BY OTHERS THAT WERE IN YOUR POSSESSION ON JANUARY 1.

NAME AND ADDRESS OF OWNER	YEAR	MAKE	DATE OF LEASE	VEHICLE IDENTIFICATION NUMBER, LICENSE PLATE, STATE OF REGISTRATION	LIST BODY OR SPECIAL EQUIPMENT MOUNTED ON TRUCKS SEPARATELY @ 100% COST	SELLING PRICE NEW

**SCHEDULE H - FARM TRACTORS**

LIST ALL TRACTORS. ALL OTHER FARM EQUIPMENT SHOULD BE LISTED ON SCHEDULE I.

YEAR	MAKE	MODEL OR SERIES	GAS OR DIESEL	YEAR PURCHASED	100% ORIGINAL COST	DEPARTMENT USE ONLY

**SCHEDULE I - FARM IMPLEMENTS, MACHINERY AND EQUIPMENT, BULK BARNES**

LIST ALL FARM EQUIPMENT (EXCLUDING THE TRACTORS LISTED ABOVE) AT 100% COST BY YEAR OF ACQUISITION INCLUDING ALL FULLY DEPRECIATED ASSETS INCLUDING CIP IN YOUR POSSESSION AS OF JANUARY 1. ATTACH SEPARATE SCHEDULE IF NECESSARY.

YEAR OF ACQUISITION	MACHINERY & EQUIPMENT	OFFICE FURNITURE & EQUIPMENT	BULK BARNES	TOTAL	DEPARTMENT USE ONLY
2003					
2002					
2001					
2000					
1999					
1998					
1997					
1996					
1995					
1994					
1993					
1992					
1991					
1990					
1989					
PRIOR					
TOTAL					
100% COST OF ALL OTHER EQUIP AND SUPPLIES AS OF JAN. 1 NOT INCLUDED IN SCHED A, H, OR I (ITEMIZE & ATTACH SEPARATE SCHEDULE)					

A COPY OF YOUR LATEST BALANCE SHEET AND DEPRECIATION SCHEDULE OR FIXED ASSETS LEDGER SHOULD ACCOMPANY THIS RETURN  
ALL SECTIONS OF THIS RETURN MUST BE COMPLETED PER INSTRUCTIONS OR IT WILL BE REJECTED  
IF A SECTION DOES NOT APPLY, INDICATE SO, DO NOT LEAVE BLANK.

