


NORTH CAROLINA • COUNTY OF PENDER
BUSINESS PERSONAL PROPERTY LISTING - DUE BY MARCH 1

2023

FOR DEPARTMENT USE ONLY	ACCOUNT NUMBER	DISTRICT	LISTING NO.	PENALTY	ASSESSED VALUE

PHYSICAL ADDRESS:	LOCATION OF ACCOUNTING RECORDS:
REAL ESTATE OWNED BY:	DATE BUSINESS BEGAN IN COUNTY:
PRINCIPAL BUSINESS IN THIS COUNTY:	DATE BUSINESS FISCAL YEAR ENDS:
NAME BUSINESS LISTED AS LAST YEAR:	CHECK ONE: CORPORATION _____ PROPRIETORSHIP _____ PARTNERSHIP _____ LLC _____ OTHER (SPECIFY) _____
	CHECK BUSINESS CATEGORY: RETAIL _____ WHOLESALE _____ MANUFACTURING _____ SERVICE _____ LEASING / RENTAL _____ FARMING _____ OTHER (SPECIFY) _____
	OUT OF BUSINESS _____ SOLD _____ CLOSED _____
	NEW OWNER INFORMATION

CONTACT INFORMATION	
Pender County Tax Office PO Box 67 • 300 E. Fremont St. Burgaw, NC 28425 • (910) 259-1221 www.pendercountync.gov/txa	
<i>Scan QR Code for quick access to website</i>	

PLEASE MAKE NAME AND ADDRESS CHANGES AS NEEDED

SCHEDULE A PERSONAL PROPERTY - SEE INSTRUCTIONS

GROUP (1) MACHINERY & EQUIPMENT					GROUP (5) LEASEHOLD IMPROVEMENTS				
YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST	YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST
2022					2022				
2021					2021				
2020					2020				
2019					2019				
2018					2018				
2017					2017				
2016					2016				
2015					2015				
2014					2014				
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					PRIOR				
2007					TOTAL				
PRIOR									
TOTAL									

GROUP (2) CONSTRUCTION IN PROGRESS					GROUP (6) EXPENSED ITEMS				
LIST IN DETAIL ALL EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE - SEE INSTRUCTIONS					YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST
TOTAL CIP: \$					2022				
					2021				
					PRIOR				
					TOTAL				

GROUP (3) OFFICE FURNITURE & FIXTURES					GROUP (7) SUPPLIES - SEE INSTRUCTIONS				
YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST	TYPE	COST	TYPE	COST	
2022					OFFICE SUPPLIES		MEDICAL & DENTAL		
2021					FUELS		BEAUTY & BARBER SUP		
2020					SPARE PARTS / TOOLS		RESTAURANT & MOTEL		
2019					VARIOUS SUPPLIES		TOTAL \$		
2018									
2017									
2016									
PRIOR									
TOTAL									

GROUP (4) COMPUTER EQUIPMENT					GROUP (8) OTHER - Specify				
YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST	YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	TOTAL COST
2022					2022				
2021					2021				
2020					2020				
2019					2019				
2018					2018				
2017					2017				
2016					2016				
PRIOR					PRIOR				
TOTAL					TOTAL				

If you need additional space to list property under Schedules B, C and D, please attach a separate report in THE SAME FORMAT as below. Write "see attached" on the schedules if this is necessary.

SCHEDULE B VEHICULAR EQUIPMENT SEE INSTRUCTIONS							
GROUP (1) UNREGISTERED MOTOR VEHICLES, SPECIAL BODIES, MULTIYEAR/PERMANENT TAGGED TRAILERS, AND IRP REGISTERED VEHICLES							
YEAR	MAKE	MODEL	BODY / SIZE	TITLE #	VEHICLE ID NUMBER (VIN)	SPEC BODY COST	FOR OFFICE USE

GROUP (2) BOATS & BOAT MOTORS - ATTACH SCHEDULE IF NECESSARY							
TYPE	YEAR / MAKE / MODEL	LENGTH / SIZE	REGIS. #	LOCATION	ENGINE TYPE	ORIGINAL COST	FOR OFFICE USE
BOAT							
MOTOR			HP				
BOAT							
MOTOR			HP				

GROUP (3) AIRCRAFT - ATTACH SCHEDULE IF NECESSARY							
YEAR	MAKE	MODEL	SERIAL #	LOCATION	FAA #	ORIGINAL COST	FOR OFFICE USE

GROUP (4) MOBILE HOMES & OFFICE TRAILERS - ATTACH SCHEDULE IF NECESSARY							
YEAR	MAKE	WIDTH / LENGTH	TITLE #	VEHICLE ID NUMBER (VIN)	ORIGINAL COST	FOR OFFICE USE	
		X					
		X					
		X					

SCHEDULE C PROPERTY LEASED OR OWNED BY OTHERS IN YOUR POSSESSION ON JANUARY 1 THIS SECTION DUE JANUARY 15 - ATTACH SCHEDULE IF NECESSARY						
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCOUNT #	MONTHLY PAYMENT	COST NEW (QUOTE)	START / END LEASE DATE	

SCHEDULE D ACQUISITIONS AND/OR DISPOSALS OF MACHINERY, EQUIPMENT, FURNITURE AND FIXTURES SINCE 01/01/22 (ATTACH SCHEDULE IF NECESSARY)				
ACQUISITIONS - ITEMIZE IN DETAIL	100% COST INSTALLED	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% ORIGINAL COST
TOTAL			TOTAL	

AFFIRMATION LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON SEE INSTRUCTIONS	
<p>LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - Please check the capacity in which you are signing the affirmation.</p> <p>For Individual Taxpayers: <input type="checkbox"/> Taxpayer <input type="checkbox"/> Guardian <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other person having knowledge of and charged with the care of the person and property of the taxpayer.</p> <p>For Corporations, Partnerships, Limited Liability Companies, Unincorporated Associations:</p> <p><input type="checkbox"/> Principal Officer of the Taxpayer Title _____ <input type="checkbox"/> Full-time employee of the taxpayer who has been officially empowered by a principal officer to list the property and sign the affirmation. Title _____</p> <p><input type="checkbox"/> Authorized agent. If this capacity is selected, I certify that I have NCDOR Form AV-59 on file for this taxpayer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Under penalties prescribed by law, I affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and any other information is true and complete. (If this 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 this affirmation is based on all the information of which he has any knowledge.)</p>	
Signature _____	Date _____
Printed Name _____	Authorized Agent Address _____
Telephone Number _____	Email Address _____
Fax Number _____	Date _____

Any individual who willfully makes and subscribes an abstract listing required by this Subchapter II of Chapter 105 of the North Carolina General Statutes which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment up to 60 days.)

OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED: _____

CONTACT PERSON FOR AUDIT: _____ ADDRESS & PHONE: _____

SOLD EQUIPMENT / FIXTURES / SUPPLIES TO: _____ BUYER'S ADDRESS & PHONE: _____

2023 INSTRUCTIONS FOR FILING BUSINESS PERSONAL PROPERTY TAX LISTING

Who must file a listing and what do I list?

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. As a general rule, property is taxed at the principle place of business, with exception for business agreements and foreign companies. A temporary absence of personal property from the place at which it is usually taxable shall not affect this rule, even if it happens to be in another location on January 1. North Carolina General Statute 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". Pursuant to N.C.G.S. 15A-1340.23, a Class 2 misdemeanor is punishable by a fine not to exceed \$1,000 and/or imprisonment up to 60 days.

When and where do I list?

Listings are due from January 1- March 1, and should be filed with the Pender County Tax Department – Business Listings Division – PO Box 67, Burgaw, NC 28425. As required by state law, any late listings will receive a mandatory cumulative penalty of 10% of the tax for each year property escapes taxation, with the maximum penalty being 60%. A written request for an extension of time to list for "good cause" may be requested by January 31.

How do I list? – Two important rules:

- (1) Read all the instructions for each schedule or group. (2) If a schedule or group does not apply to you, indicate so on the listing form. **DO NOT LEAVE A SECTION BLANK and DO NOT WRITE "SAME AS LAST YEAR"**. A listing form may be rejected for these reasons, subjecting it to the mandatory late listing penalty.

INFORMATION SECTION

- (a) Complete all general information sections at the top of the form, whether or not they are specifically addressed in these instructions. Attach additional sheets if necessary.
- (b) Physical address: Please give the location of the personal property in Pender County. Post office boxes are not acceptable in this section.
- (c) Principal business activity in this county: What does the business do? Example: Electronics manufacturing, dry cleaners, restaurant, etc.
- (d) Other North Carolina counties where personal property is located.
- (e) Contact person for audit: In case our office needs additional information, or to verify the information listed, list the person to be contacted here.
- (f) **If Out of Business:** If the business closed before January 1, 2023, please provide the information regarding the sale of these assets. Ownership is determined as of January 1. No pro-ration can be given for part year ownership.
- (g) Make any necessary changes to any incorrect items.

SCHEDULE A – EQUIPMENT SECTION

The year acquired column: The row that begins 2022 is the row in which you report property acquired during the calendar year 2022. Any fiscal year ending dates must be updated to reflect calendar year end. Other purchases follow the same format. Schedule A is divided into 8 groups. Each is addressed below. Some existing businesses may have the column "Prior Yr Cost" pre-printed from information provided last year. This column should reflect the cost information provided this office last year with any additions due to audit or additional data. If it does not, please complete this column, referring back to last year's depreciation schedule or asset listings. Under "Total Cost", list 100% of all the 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" columns to reflect cost changes from prior year "Prior Yr Cost" column to "Total Cost" column. The prior year cost plus additions from purchases, transfers and paid out leases, minus deletions from disposals should equal total cost. Additions and/or deletions should be listed in schedule D. A separate sheet may be attached if additional space is needed. If the deletion is a transferred asset or paid out lease, please note this and to whom the property was transferred.

COST – Note that the cost information you provide must include all costs associated with the acquisition of an item as well as any and all costs associated with bringing that property into operation. These costs may include, but are not limited to: invoice cost, trade-in allowances, freight, sales tax, installation costs and construction period of interest. The cost figures reported should be original historical costs. Historical cost 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 2012 for \$100,000.00, but the individual you purchased the equipment from acquired the equipment in 2002 for \$900,000.00. You, the current owner, should report the property as acquired in 2002 for \$900,000.00 and not as a 2012 acquisition. Property should be reported as its market cost at the retail level of trade. For example, a manufacturer of computers can make a certain model for \$1,000.00, but it is typically available to any retail customer for \$2,000.00. If the manufacturer uses the model for business purposes, he should report the computer at its market cost at the retail level of trade, which is \$2,000.00, not the \$1,000.00 it actually cost the manufacturer. Manufacturer/lessor businesses which lease the equipment that they manufacture must list their equipment at the retail level of trade rather than their manufacturing cost. This will insure that all similar property is assessed uniformly. **Report all IRS Section 179 expensed costs on Schedule A.**

Group (1) Machinery & Equipment

This is the group used for reporting the cost of all machinery and equipment. This includes, but is not limited to, all store, warehouse and packaging equipment, as well as manufacturing equipment, production lines, hi-tech or low-tech and computer-operated machinery. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business. Unlike IRS tax reporting, all assets still in existence retain some taxable value. For example, a manufacturer of textiles purchased a knitting machine in October 2018 for \$500,000.00. Sales tax was \$80.00, shipping charges were \$10,000.00 and installation costs and test runs were \$15,000.00. The total cost that the taxpayer should report is \$525,080.00, if there were no other costs incurred. The \$525,080.00 should be added in group (1) to the 2018 Additions column.

Group (2) Construction in Progress (CIP)

CIP is business personal property which is under construction or equipment which has been purchased, but not yet installed as of January 1. The accountant will typically not capitalize the asset 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 assets 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 required listing period. List in detail. If you have no CIP, write "none".

Group (3) Office Furniture & Fixtures

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, fax machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, copiers and burglar alarm systems.

Group (4) 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 proprietary computerized point of sale 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) or "other".

Group (5) Leasehold Improvements

This group includes real property improvements to leased property contracted for, installed and paid for by the tenant which may remain with the real estate, thereby becoming an integral part of the leased real estate upon expiration or termination of the current lease, but which are the property of the current lessee who installed it. (Examples: lavatories installed by lessee in a barbershop, special lighting, exhaust work in restaurants, dropped ceilings and raised flooring). Provide cost and description for all improvements. If you have no leasehold improvements, write "none".

Group (6) Expensed Items

This group is for reporting any assets that would typically be capitalized, but due to the business capitalization threshold or their short useful lives, they have been expensed. Please provide descriptions of these assets. **Section 179 expensed items should be included in the appropriate groups 1-4.** If you have no expensed items, write "none".

Group (7) Supplies

Almost all businesses have supplies of some type. These include normal business operating supplies. The TYPE column is for, but not limited to, the following types of supplies: OFFICE SUPPLIES, MAINTENANCE & JANITORIAL SUPPLIES, MEDICAL, DENTAL & PROFESSIONAL SUPPLIES, BEAUTY & BARBER SUPPLIES, FUELS OF ALL KINDS, EQUIPMENT SPARE PARTS / TOOLS, AND RESTAURANT/MOTEL SUPPLIES. List the type and cost on hand as of January 1. Supplies that are immediately consumed in the manufacturing process or that become a part of the property being sold, such as internal packaging materials or raw materials, do not have to be listed. Even though wholesaler's, retailer's and contractor's inventory is exempt from taxation, supplies are not and should be reported. Even if a business carries supplies in an inventory account, they remain taxable. If no inventory is taken on December 31, then 1/12 of the yearly expense should be reported as recommended by the NC Department of Revenue.

Group (8) Other

Examples include point of sale equipment, billboards, videos, DVDs, video games etc.

SCHEDULE B – VEHICULAR EQUIPMENT

Group (1) **Unregistered, multiyear/permanent tagged motor vehicles** (vehicles running out of state tags, dealer tags and/or trailers), and IRP (International Registration Plan) plated vehicles. Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county as part of the business personal property listing form process. This category is for those types of motor vehicles only. **DO NOT list motor vehicles with a current annual North Carolina tag and registration.** Also list any **special bodies and equipment** attached to any vehicle in Pender County by cost and date acquired. (Attach a separate sheet if necessary.)

Group (2), (3) and (4) should be completed or revised if necessary.

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 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 and returned by January 15th. This information is for cross-reference use, and any assessments will be made to the owner/lessor. 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 for a nominal purchase fee, then the lessee (possessor) is responsible for listing under the appropriate group on Schedule A and will be billed directly. If you have no such items, write "none" in this section.

SCHEDULE D – ACQUISITIONS AND/OR DISPOSALS

All machinery, equipment, furniture, fixtures, etc. acquired since January 1 of the prior year must be itemized showing the total installed cost of each item. In addition, all disposals made since January 1 of the prior year must 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.

TAXPAYER'S AFFIRMATION

If the form is not signed by an authorized person, it will be rejected and could be subject to late listing penalties. **An authorized person is either the 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. Authorized agents may sign the form provided they have NCDOR AV-59 Form on file for the taxpayer.** Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the US Postal Service. Any other indication of the date mailed, such as your own postage meter, is not considered and shall be deemed to be filed when received by the Tax Assessor's office. **Faxes are not acceptable** due to the absence of defining North Carolina legislation. Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner to evade to 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 a fine not to exceed \$1,000 and/or imprisonment up to 60 days. Listings are subject to tax compliance audits at any time. Returns are routinely compared to state income tax returns as filed with the NC Department of Revenue or to the taxpayer's financial records. Please be prepared to substantiate your listing if discrepancies arise.

Applications for exemption and/or exclusion must be filed during January with the Tax Assessor and also with the appropriate NC Dept of Environment & Natural Resources office. These exemptions can be for water and air pollution abatement or recycling and solid waste recovery.