

FOR DEPARTMENT USE ONLY	ABSTRACT #	TAX JURISDICTION/ MUNICIPALITY	PENALTY %	PRIOR YEAR VALUE	TOTAL ASSESSED VALUE					
OWNER ID:		NAICS:	PRINCIPAL BUSINESS ACTIVITY:							
ADDRESS CHANGE BLOCK			BUSINESS INFORMATION							
			BUSINESS BEGAN(in this county)DATE:							
			BUSINESS (fiscal) YEAR END:							
			OWNERSHIP TYPE - CHECK ONE:							
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input type="checkbox"/> CORPORATION</td> <td style="width:50%; text-align: center;"><input type="checkbox"/> PROPRIETORSHIP</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> PARTNERSHIP</td> <td style="text-align: center;"><input type="checkbox"/> UNINCORP ASSOC.</td> </tr> </table>			<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNINCORP ASSOC.	
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<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNINCORP ASSOC.									
OTHER(SPECIFY)										
BUSINESS CLASS - CHECK ONE:										
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<input type="checkbox"/> FARMING	<input type="checkbox"/> MANUFACTURING									
OTHER(SPECIFY) LEASING/RENTAL										
REAL ESTATE OWNED BY:			STATE OF INCORPORATION:							
PHYSICAL ADDRESS (Where Assets are located):			Fed ID#, SS#							
OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED:			CONTACT PERSON FOR AUDIT:							
DATE CEASED:		SOLD EQUIPMENT/FIXTURES/SUPPLIES TO:		NAME: _____						
CHECK ONE:		(BUYER'S ADDRESS & PHONE)		ADDRESS: _____						
<input type="checkbox"/> SOLD <input type="checkbox"/> CLOSED <input type="checkbox"/> BANKRUPT <input type="checkbox"/> OTHER _____		_____		PHONE: _____						
_____		_____		EMAIL: _____						
_____		_____		_____						

SCHEDULE A REPORT ALL HISTORIC COSTS IN THE APPROPRIATE CATEGORY BELOW- SEE INSTRUCTIONS

YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP(3) OFFICE FURNITURE			
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST
2017					2017				
2016					2016				
2015					2015				
2014					2014				
2013					2013				
2012					2012				
2011					2011				
2010					PRIOR				
2009					TOTAL				
2008									
YEAR ACQUIRED	GROUP(4) COMPUTERS & SOFTWARE				YEAR ACQUIRED	GROUP(6) EXPENSED ITEMS			
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST
2007					2017				
2006					2016				
2005					2015				
2004					2014				
2003					PRIOR				
2002					TOTAL				
PRIOR									
TOTAL									
YEAR ACQUIRED	GROUP(7) SUPPLIES -SEE INSTRUCTIONS				TYPE	COST	TYPE	COST	
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST					
2017					1)		4)		
2016					2)		5)		
2015					3)		6)		
2014									
PRIOR									
TOTAL									
TOTAL SUPPLIES: \$									
CIP - List all costs in CIP account on Jan 1st not listed above.									

YEAR ACQUIRED	GROUP(5) LEASEHOLD IMPROVEMENTS N-20 (ATTACH DESCRIPTION)				YEAR ACQUIRED	GROUP(8) OTHER - DESCRIBE			
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST
2017					2017				
2016					2016				
2015					2015				
2014					2014				
2013					2013				
2012					2012				
2011					2011				
2010					2010				
2009					2009				
2008					2008				
2007					2007				
2006					2006				
2005					PRIOR				
2004					TOTAL				
PRIOR									
TOTAL									

SCHEDULE B & C		LIST ADDITIONAL ITEMS - UNREGISTERED MOTOR VEHICLES, MULTIYEAR TAGGED TRAILERS, PERMANENT TAGS, IRP TAGS, AIRCRAFT, BOATS, and MOBILE HOMES OTHER EQUIPMENT ADDED AFTER ORIGINAL PURCHASE SHOULD BE LISTED SEPARATELY							
TYPE	YR	MAKE/MODEL	BODY/SIZE	COST & PURCHASE DATE	ID/VIN#/FFA#	ENGINE TYPE*	SPEC BODY COST	LOCATED AT:	
UNREG VEH									
UNREG VEH									
BOAT						HP			
BOAT						HP			
AIRCRAFT									
AIRCRAFT									
MOBILE HOME			X						
MOBILE HOME			X						
MOBILE HOME			X						

*NOTE ENGINE TYPE: INB, OB, I/O, OTHER (SPECIFY)

SCHEDULE D		ACQUISITIONS, AND/OR DISPOSALS OF MACHINERY, EQUIPMENT, FURNITURE, FIXTURES SINCE JANUARY 1, 2017				
ACQUISITIONS - ITEMIZED IN DETAIL	100% COST INSTALLED	DISPOSALS - ITEMIZED IN DETAIL		YR ACQ	100% ORIGINAL COST	

SCHEDULE E	ADDITIONS AND/OR DELETIONS TO LEASEHOLD IMPROVEMENTS SINCE JANUARY 1, 2017. ITEMIZE IN DETAIL (ATTACH SCHEDULE IF NECESSARY)	YEAR ACQUIRED	100% ORIGINAL COST

SCHEDULE F	EXPENSED ITEMS	CAPITALIZATION THRESHOLD \$ _____
2017		

AFFIRMATION	LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - SEE INSTRUCTIONS	
<p>Under penalties 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.</p> <p><u>Listing must be signed by 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. Listing may be subject to audit review, for compliance and accuracy of returns.</u></p>		
Signature _____	Date _____	Preparer other than taxpayer _____ Date _____
Print or Type Name _____		Print or Type Name _____
Title _____	Telephone Number _____	Address _____ Telephone Number _____
Email Address _____		Email Address _____
<p>Any individual who willfully makes and subscribes an abstract listing required by the Subchapter II of Chapter 105 of the North Carolina General Statute which he does not believe to be true and correct as to every material shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment up to 60 days).</p>		

**BURKE COUNTY - NORTH CAROLINA
BUSINESS PERSONAL PROPERTY LISTING**

FOR DEPARTMENT USE ONLY	ABSTRACT #	TAX JURISDICTION/ MUNICIPALITY	PENALTY %	PRIOR YEAR VALUE	TOTAL ASSESSED VALUE
OWNER ID:					

OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED:

THERE ARE NO EXTENSIONS OF TIME FOR LISTING REAL PROPERTY CHANGES.

Complete all information (owner, address, lease no, etc.) to avoid improper, and/or **DOUBLE CHARGES AND PENALTIES.**

SCHEDULE G	PROPERTY IN YOUR POSSESSION ON JANUARY 1, 2018 BUT OWNED BY OTHERS				
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/AC#	MO. PAYMENT	COST NEW	START/END LEASE DATES

CHANGES TO REAL PROPERTY	ADDITION or DELETION (circle one) TAX PIN: _____
	Owner or Corp. Name _____ DBA _____ Address _____ City _____ State _____ Zip _____ ADDITION OR DELETION (circle one) TAX PIN: _____ Contact Person _____ Phone # _____

LOCATION: STATE TOWNSHIP AND TAX MAP-BLOCK-LOT NUMBER IF KNOWN	BRIEF DESCRIPTION	CONSTRUCTION COST	% COMPLETE JANUARY 1

INSTRUCTIONS

Commonly Asked Questions

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 this county, even if it happens to be in another state or county on January 1, 2018.

NCGS §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." A class 2 misdemeanor is punishable by imprisonment of up to 60 days.

When and where to list?

Listings are due on or before January 31, 2018. They must be filed with the Business Listing Department, Burke County Tax Office at: 110 N Green Street, Morganton, NC or mailed to: Burke County Tax Department, PO Box 219 Morganton, NC 28680. Additional listing forms may be obtained from the Burke County Tax Office or at the website www.co.burke.nc.us.

As required by state law N.C.G.S 105-312(h), late listings will receive a 10% 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, 2018.

How do I list? -- Three important rules:

(1) Read these INSTRUCTIONS for each schedule or group. Contact the Burke County Listing Department if you 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 listing forms, each form must be completed separately.

INFORMATION SECTION

Complete all sections at the top of the form, whether or not they are specifically addressed in these INSTRUCTIONS. Attach additional sheets if necessary.

- (1) **Principal Business in this 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".
- (2) **Complete other requested business information** Make any address changes.
- (3) **Physical address:** Please note here the location of the property. The actual physical location may be different from the mailing address. PO Boxes are not acceptable.
- (4) **Other N.C. Counties where personal property is located:** If your business has property normally located in other counties, list those counties here.
- (5) **If out of business:** If the business we have sent this form to has closed, complete this section and attach any additional information regarding the sale of the property.
- (6) **Social Security Number:** The disclosure of this number is voluntary. This number is needed to establish the identification of Individuals. The authority to require this number for the administration of a tax is given by United States Code Title 42, Section 405(c)(2)(i) and N.C.G.S. 105-309.
- (7) **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.

SCHEDULE A

The year acquired column: The row which begins "2017" is the row in which you property acquired during the calendar year 2017. Other years follow the same format. Schedule A is divided into eight (8) groups. Each is addressed below. If there are any additions/ and/or deletions please list them in Schedule D. If the deletion is a transferred or paid out lease, please note this and to whom the property was transferred.

COST - Note that the cost information you provide 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, expensed costs, and construction period interest.

The cost figures reported should be historical cost, that 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 2016 for \$100, but the individual you purchased the equipment from acquired the equipment in 2014 for \$1,000. You, the current owner, should report the property as acquired in 2014 for \$1,000.

Property should be reported at its actual historical installed cost or 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. Manufacturing/Leasing companies must list property they lease at the retail trade level, even if their actual 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 2017 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 there were no other costs incurred. The \$10,600 should be added in group (I) to the 2017 year's cost column.

Group 2 - CONSTRUCTION IN PROGRESS (CIP)

CIP is business personal property which is under construction on 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. List in detail. If you have no CIP, write "none".

Group 3 - 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 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. 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 Machinery & Equipment.

Leasehold Improvements (SEE Group 5 & SCHEDULE E)

This group includes real estate improvements to leased property contracted for, installed, and paid for by the lessee which may remain with the real estate, thereby becoming an integral part of the leased fee real estate upon expiration or termination of the current lease, but which are the property of the current lessee who installed it. (Examples are lavatories installed by lessee in a barber shop, special lighting, or dropped ceiling.) If you have no leasehold improvements write "none". Contact this office if you question if leasehold improvements have already been appraised as real property.

Expensed Items (SEE Group 6 & SCHEDULE F)

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed. Section 179 expensed items should be included in Schedule A and H. Fill in the blank which asks for your business' "Capitalization Threshold" If you have no expensed items write "none".

Group 7 - SUPPLIES

Almost all businesses have supplies. These include normal business operating supplies. List the cost on hand as of January 1. Remember, the temporary absence of property on 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.

Group 8 - Other

This column is to be used to list property which varies in life from typical property for your type of business, i.e., hotel/motel equipment has ten year life while linens have three year life. Video Rental Store fixtures have ten year life while video tapes have a two year life.

SCHEDULE B & C - UNREGISTERED VEHICLES, BOATS, MOTORS, AIRCRAFT AND MOBILE HOMES**Unregistered Motor Vehicles & Trailers with a Permanent tag or IRP tag.**

Motor Vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. Also list any motor vehicles which are not registered at all, or semi-trailers or trailers registered on a multi-year basis.

Boats, boat motors, aircraft, and mobile homes (or offices) owned by you on January 1, must be reported. **Boats** require complete identification and location of the marina or storage facility used by the owner. List complete motor information on a separate line. For **aircraft**, show the model year, manufacturer, model, your cost, date of purchase, serial and FAA numbers and hangar or tie down location. **Mobile Homes** require year of manufacture, make, model, size, cost, date of purchase, and specific street address where located on January 1.

SCHEDULE D - ACQUISITIONS AND/OR DISPOSALS

All equipment acquired during 2017 must be itemized reporting 100% cost including all integrated costs identified in schedule A. Disposals made in 2017 must be reported by year of acquisition and 100% cost.

SCHEDULE G - 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 15th 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 the form is not signed by an authorized person, it will be rejected and could be subject to penalties. Listing **MUST** be signed by 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, or an authorized agent in accordance with §105-31 l(a)(2)(c).

Pursuant to G.S. 105-311 (b), 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 60 days)

BURKE COUNTY TAX OFFICE
Business Personal Property Listing
P.O. BOX 219
MORGANTON, NC 28680-0219

ABSTRACT NUMBER:

SUPPLEMENTAL PAGE

CONTINUED FROM PAGE 2... *(Some items may be duplicated from Schedule D)*

PROPERTY TYPE	DESCRIPTION	PROPERTY ID	FOR OFFICIAL USE

