

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

SEE INSTRUCTIONS

LISTED ITEMS: DRAW A LINE THROUGH ANY ITEM LISTED BELOW NOT IN YOUR POSSESSION ON JANUARY 1, 2021

SCHEDULE B & C		LIST ADDITIONAL ITEMS: UNREGISTERED MOTOR VEHICLES, MULTIYEAR TAGGED TRAILERS, IRP TAGGED VEHICLES AND TRAILERS, AIRCRAFT, BOAT, AND MOBILE HOMES OTHER EQUIPMENT ADDED AFTER ORIGINAL PURCHASE SHOULD BE LISTED SEPARATELY (Attach list if necessary)						
TYPE	YEAR	MAKE/MODEL	BODY/SIZE	COST & PURCHASE DATE	ID/VIN#	ENGINE TYPE*	SPEC BODY COST	LOCATED AT:
UNREG VEH								
UNREG VEH								
BOAT						HP		
BOAT						HP		
AIRCRAFT								
AIRCRAFT								
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, 2020			
ACQUISITIONS-ITEMIZED IN DETAIL	100% COST INSTALLED	DISPOSALS-ITEMIZE IN DETAIL	YR ACQ	100% ORIGINAL COST	

SCHEDULE E		ADDITIONS/DISPOSALS TO LEASEHOLD IMPROVEMENTS SINCE JANUARY 1, 2020 ITEMIZE IN DETAIL (ATTACH SCHEDULE IF NECESSARY)	YR ACQ	100% ORIGINAL COST

SCHEDULE F	EXPENSED ITEMS	CAPITALIZATION THRESHOLD \$ _____
2020		

AFFIRMATION	LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON (Please check the capacity in which you are signing)	
<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: <input type="checkbox"/> Principal Officer of the Taxpayer Title _____</p> <p><input type="checkbox"/> Full-time employee of the taxpayer who has been officially empowered by the 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 a NCDOR Form AV-59 on file for this taxpayer: <input type="checkbox"/> Yes <input type="checkbox"/> No Title _____</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 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 his affirmation is based on all the information of which he has any knowledge.)</p> <p>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.</p>		
Signature _____	Date _____	Authorized Agent Address _____
Print Name _____	Telephone Number _____	Email Address _____
<p>Any individual who willfully makes and subscribes an abstract listing required by Subchapter II of Chapter 105 of the North Carolina General Statutes which they do 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.)</p>		

LISTINGS NOT SIGNED CANNOT BE ACCEPTED AND WILL BE RETURNED

TAX YEAR 2021

LISTINGS NOT SIGNED CANNOT BE ACCEPTED AND WILL BE RETURNED

ABSTRACT NUMBER	JURISDICTION	LATE

SCHEDULE G		PROPERTY IN YOUR POSSESSION ON JANUARY 1, 2021 BUT OWNED BY OTHERS.				
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCT#	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 _____ 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, 2021.

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, 2021. 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.BurkeNCTax.com

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, 2021.

How do I list? -- Three important rules:

(1) Read these INSTRUCTIONS for each schedule or group. Contact your county tax office 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) (j) 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.

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SCHEDULE A

The year acquired column: The rows which begin "2020" are the rows in which you report property acquired during the calendar year 2020. Other years follow the same format. Schedule A is divided into seven (7) 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 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, 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 \$1000. You, the current owner, should report the property as acquired in 2014 for \$1000.

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 (1) to the 2017 current year's cost column.

Group (7) 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 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, 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) Machinery & Equipment.

Leasehold Improvements (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 (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 F. Fill in the blank which asks for your business' "Capitalization Threshold." If you have no expensed items write "none".

Group (7) SUPPLIES

This group is for reporting normal business operating supplies. List the cost on hand as of January 1. The temporary absence of property on January 1 does not mean it should not be listed if it is normally present. Supplies immediately consumed in the manufacturing process or that become a part of the property being sold, such as packaging materials, or a manufacturer's raw materials, 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. **Supply Types: (1) Office/Janitorial/Barber/Beauty/Medical/Dental (2) Fuels held for consumption (3) Replacement and spare parts (4) Restaurant and hotel items: linens/smallwares/cookwares not listed in Schedule A (5) Rental items not sold in the normal course of business and not listed in Schedule A (6)**

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.

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 North Carolina 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 2020 must be itemized reporting 100% cost including all integrated costs identified in schedule A. Disposals made in 2020 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 §105-311(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)

