

## CONTACT INFORMATION

### MOORE COUNTY TAX

#### DEPARTMENT:

#### BUSINESS PERSONAL PROPERTY SECTION

PO BOX 457 CARTHAGE,  
NC 28327

910-947-2255

Call or write for listing  
forms, instructions, or  
more information. Or visit  
our web site at:

[www.moorecountync.gov](http://www.moorecountync.gov)

## KEY INFORMATION:

- All businesses are required to list
- List all equipment that is associated with business
- Listings must be filed during the month of January
- Extensions may be granted upon written request
- Contact Tax Office upon opening a new business

## PERSONAL PROPERTY:

### GROUP 1: Machinery & Equipment

The equipment listed in this group should be the primary equipment used for the business operation. For example, a restaurant would list ovens, grills, etc.

### GROUP 2: Construction In Progress

100% of the construction cost for any incomplete project should be listed as construction in progress (CIP).

### GROUP 3: Office Furniture & Fixtures

This group would include desks, chairs, pictures, tables, lighting fixtures, etc., that are used in conjunction with the business.

### GROUP 4: Computer Equipment

This group includes computers, lap-tops, printers, scanners, etc., that are used for the business.

### GROUP 5: Improvements to Leased Property

This group includes improvements made to real property that is leased for the business operations. An example would be wall partitions and doors.

### GROUP 6: Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed.

### GROUP 7: Supplies

Includes items such as office, medical, dental, beauty, barber, fuels, replacement parts, restaurant, hotel, rental, or misc.

Schedule B: Vehicular Equipment, Mobile Home or Office

Schedule C: Leased Property Owned by Others

Schedule D, E, F, G, and H: Answer questions and

## COUNTY OF MOORE

## BUSINESS PERSONAL PROPERTY TAX LISTING REQUIREMENTS



This brochure contains  
important information  
for any person or  
corporation operating  
or planning to operate a  
business in Moore  
County.

## WHO MUST FILE A BUSINESS LISTING FORM?

Any individual or business owning or possessing personal property that is used as a part of a business, corporation, or other income producing entity in Moore County is required to file a Business Personal Property Listing with the Moore County Tax Office.

## WHAT IS BUSINESS PERSONAL PROPERTY?

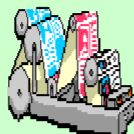
Business Personal Property is tangible assets that

are used in connection with a business, limited liability corporation, partnership, corporation, or other income producing entity. These assets include manufacturing machinery, computers, cell phones, furniture, supplies, leasehold improvements, construction in progress, unlicensed and multi-year tag vehicles, etc. These assets, other than supplies, usually have an economic life of more than one year and are usually depreciated as a part of the business, however, some expensed items also should be listed.

## WHEN SHOULD BUSINESS PERSONAL PROPERTY BE LISTED?

Business Personal Property should be listed during the month of January each year. An extension of time may be granted based upon a written request received prior to the end of January.

## EXAMPLES OF BUSINESS PERSONAL PROPERTY



MACHINERY AND EQUIPMENT



FURNITURE AND FIXTURES



COMPUTER EQUIPMENT



MISCELLANEOUS AND FARM EQUIPMENT



SUPPLIES



## HOW TO OBTAIN A LISTING FORM?

New business owners should contact the Tax Department to have a form mailed or visit the web site for a printable version. Businesses that have previously listed will automatically receive a form at the beginning of January each year.

## HOW SHOULD THE ITEMS BE LISTED?

Business Personal Property items should be listed in the appropriate group as described on the reverse, center panel. The original or historical

cost of the items should be listed next to the year the item was acquired new. For items purchased as used equipment, the original cost (cost when item was new) and (manufacture) year should be used if at all possible. The assessed value of the Business Personal Property is determined by the Tax Department by applying a trend factor (provided by the NC Department of Revenue) to the historic cost of the item.

## WHAT HAPPENS IF A LISTING IS NOT FILED?

The Tax Department continually works to identify new businesses and discover businesses that have under-listed or have not listed any Business Personal Property. THE PENALTY FOR NOT LISTING IS 10% FOR EACH LISTING PERIOD THAT HAS PASSED UP TO 60%. Other legal penalties may be imposed for willful failure to list.

## MISSION STATEMENT

The mission of the Moore County Tax Department is to list, appraise, assess, and collect taxes for all real property, personal property, and motor vehicles as required by and in accordance with the General Statutes of North Carolina; while providing exceptional customer service to the citizens of Moore County.