

MOORE COUNTY TAX DEPARTMENT
 PO BOX 457
 CARTHAGE NC 28327-0457
 PHONE: 910-947-2255
 FAX: 910-947-6340

Website: www.moorecountync.gov

COUNTY OF MOORE

BUSINESS PERSONAL PROPERTY LISTING

PAR ID	CUSTOMER ID (CID)	TWP	JURISDICTION

PHYSICAL ADDRESS: _____
 PHYSICAL ADDRESS PAR ID: _____
 PARTNERSHIP _____ CORPORATION _____ SOLE PROPRIETORSHIP _____
 DATE BUSINESS BEGAN IN COUNTY: _____ NAICS CODE _____
 EMAIL ADDRESS: _____

RETURN LISTING BY: JANUARY 31, 2022
 TAX YEAR: 2022
 EXTENSION TO: APRIL 15, 2022
 BY WRITTEN REQUEST OR EMAIL AT
 Buslist@moorecountync.gov BY JANUARY 31, 2022
 BLANK FORMS ARE AVAILABLE AT:
www.moorecountync.gov

PRIOR YEAR LISTING WAS MADE IN THE NAME OF: (IF NEW BUSINESS, DATE OPENED) _____
 FISCAL YEAR END: _____ PRINCIPAL BUSINESS ACTIVITY: _____
 OWNER/PARTNERS: _____ CORPORATE HOME OFFICE: _____
 LOCATION OF ACCOUNTING RECORDS AND CONTACT PERSON FOR AUDIT (Name, Address and Phone) _____

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

SCHEDULE A DEPRECIABLE PERSONAL PROPERTY

LIST 100% COST BY YEAR OF ACQUISITION. INCLUDE ALL FULLY DEPRECIATED ASSETS IN YOUR POSSESSION. USE ACQUISITION COLUMN FOR NEW BUSINESS AND REMOVAL COLUMN TO INDICATE PRIOR YEAR CHANGES.

YEAR ACQ.	GRP. (1) MACHINERY & EQUIPMENT			(2) OFFICE FURNITURE & FIXTURES			(3) LEASEHOLD IMPROVEMENTS		
	PRIOR YR. COST	ACQUISITIONS	REMOVALS	PRIOR YR. COST	ACQUISITIONS	REMOVALS	PRIOR YR. COST	ACQUISITIONS	REMOVALS
2021									
2020									
2019									
2018									
2017									
2016									
2015									
2014									
2013									
2012									
2011									
2010									
2009									
PRIOR									
TOTAL									

YEAR ACQ.	(4) COMPUTER EQUIPMENT			(5) MISCELLANEOUS & FARM EQUIPMENT					
	PRIOR YR. COST	ACQUISITIONS	REMOVALS	CODE	YEAR	DESCRIPTION	YEAR ACQUIRED	ORIGINAL COST	VALUE
2021									
2020									
2019									
2018									
2017									
2016									
2015									
2014									
2013									
2012									
2011									
2010									
2009									
PRIOR									
TOTAL									

PLEASE MARK THROUGH ANY ITEM YOU DO NOT OWN JANUARY 1ST

TOTAL

SEE REVERSE SIDE

5800PBPL_1 11/11/21 PMS 340, Y, K

SCHEDULE A (6) CONSTRUCTION IN PROGRESS **SCHEDULE B LIST CHANGES IN LAND AND BUILDINGS**

CIP _____ LIST AT 100% COST: _____

NEW CONSTRUCTION PROPERTY IMPROVEMENTS LEASE IMPROVEMENTS

SPECIFY: _____ NONE:

SOLD TO: _____ CONSTRUCTION COST: \$ _____

SCHEDULE C COMPANIES OUT OF BUSINESS

IF OUT OF BUSINESS COMPLETE THIS SECTION ONLY

DATE OUT OF BUSINESS _____ N/A

SOLD CLOSED BANKRUPT OTHER

SOLD TO WHOM: NAME: _____ ADDRESS: _____

SCHEDULE D EXPENSED ITEMS

LIST ANY ITEMS THAT YOU HAVE EXPENSED:

2021: _____

PRIOR: _____

SCHEDULE E SUPPLIES NOT HELD FOR RESALE LIFO NOT ACCEPTABLE

GROUP (7) SUPPLIES AS OF JANUARY 1

1. FUELS (HELD FOR CONSUMPTION).....	100% COST	\$
2. MAINTENANCE AND JANITORIAL SUPPLIES.....	100% COST	\$
3. OFFICE SUPPLIES.....	100% COST	\$
4. MEDICAL, DENTAL, BEAUTY & BARBER.....	100% COST	\$
5. REPLACEMENT PARTS, SPARE PARTS, HAND TOOLS.....	100% COST	\$
6. RESTAURANT, HOTEL AND MOTEL ITEMS SUCH AS LINENS, CHINA, SILVERWARE.....	100% COST	\$
7. ALL OTHER MISCELLANEOUS SUPPLIES NOT CODED ABOVE.....	100% COST	\$
8. OTHER.....	100% COST	\$
TOTAL		\$

SCHEDULE F GROUP (8) UNLICENSED VEHICLES / MULTI-YEAR TAGS

VEHICLES THAT ARE NOT REGISTERED ANNUALLY THROUGH THE NORTH CAROLINA DEPARTMENT OF MOTOR VEHICLES AND VEHICLES NOT OWNED AS "DAILY RENTALS" SHOULD BE LISTED IN THIS SECTION WHICH WOULD INCLUDE: MULTI-YEAR TAGGED TRAILERS, UNREGISTERED VEHICLES AND IRP PLATED VEHICLES, THE COST OF SPECIAL EQUIPMENT OR BODY ATTACHMENTS NOT INCLUDED WITH VEHICLE COST SHOULD BE LISTED IN GROUP ONE ON THE FRONT OF THIS PAGE.

VEHICLE TYPE	MAKE	YEAR	LICENSE TAG #	COMPLETE VEHICLE IDENTIFICATION	DATE OF PURCHASE	NEW USED	ORIGINAL COST
TOTAL							

SCHEDULE G GROUP (9) LEASED ITEMS

IF ON JANUARY 1, YOU HAVE IN YOUR POSSESSION ANY MACHINERY, EQUIPMENT, OFFICE FURNITURE AND FIXTURES, MOTOR VEHICLES, AIRPLANES WHICH ARE LOANED, LEASED, STORED OR OTHERWISE HELD AND NOT OWNED BY YOU, THE VALUE OF WHICH DOES NOT APPEAR ON YOUR ASSETS, ACCOUNTS, AND IS NOT INCLUDED IN YOUR RETURN OF PERSONAL PROPERTY, THE OWNER, ADDRESS, KIND AND NATURE OF SUCH EQUIPMENT SHOULD BE REPORTED BELOW.

NAME OF OWNER OR COMPANY & ADDRESS	YEAR	MODEL	BODY TYPE OR BED	VIN NUMBER	DATE LEASE STARTED
NONE					<input type="checkbox"/>

REMARKS: _____

AFFIRMATION OF PROPERTY OWNER Under penalties prescribed by law, I as principal officer or officially empowered, full time employee of taxpayer do hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, schedules, and other information, is true and complete. (G.S. 105-310-311)

SIGNATURE: _____ **TITLE:** _____

DATE SIGNED: _____ **PREPARED BY:** _____

_____ **PHONE NO.:** _____

MUST HAVE OWNER OR PRINCIPAL OFFICER'S SIGNATURE. ACCOUNTANTS SIGNATURE NOT APPLICABLE UNLESS A FULL TIME EMPLOYEE OF THE COMPANY.

COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM OR IT WILL BE REJECTED

ATTACH ANY STATEMENTS OR SCHEDULES YOU DEEM NECESSARY.

ANY INDIVIDUAL WHO WILLFULLY MAKES AND SUBSCRIBES AN ABSTRACT LISTING REQUIRED BY THE SUBCHAPTER (OF THE REVENUE LAWS) 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)

Moore County Instruction Sheet for Listing Forms Due January 31, 2022

Most 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.

NCGS §105-308 reads "...any person whose duty it is to list any product who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor which can be punishable by imprisonment. The failure to list shall be prima facie evidence that the failure was willful."

WHEN AND WHERE TO LIST?

Listings are due on or before January 31. They must be filed with the County Tax Department. DO NOT FILE THIS FORM WITH THE NORTH CAROLINA DEPT OF REVENUE. This form will not be accepted by the NC Department of Revenue.

A list of county tax office addresses can be found at the NC Department of Revenue's Website. <http://www.dor.state.nc.us/publications/property.html>.

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.

HOW DO I LIST? Three important rules:

1. Read these 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, 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 this form, whether or not they are specifically addressed in these INSTRUCTIONS. Attach additional sheets if necessary.

1. Other N.C. Counties where personal property is located: If your business has property normally located in other counties, list those counties here.
2. Contact person for audit: In case the county tax department needs additional information, or to verify the information listed, list the person to be contacted here.
3. Physical address: Please note here the location of the property. The actual physical location may be different from the mailing address. Post Office Boxes are not acceptable.
4. Principal Business in this county. What does the business do? For Example: Tobacco Farmer, Manufacture Electrical Appliances, Laundromat, Restaurant. The NAICS code may help describe this information. If you do not know the NAICS code, please write "unknown."
5. Complete other requested business information. Make any address changes.
6. 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.

SCHEDULE A

The year acquired column: The rows which begin "2021" are the rows in which you report property acquired during the calendar year 2021 Other years follow the same format.

Schedule A is divided into six (6) groups. Some counties may have the column "Prior Years Cost" pre-printed. This column should contain the cost information from last years listing-If it does not, please complete this column, referring back to your last year's listing. List under "acquisitions" column the 100% cost of all depreciable personal property in your possession on January 1. Include all fully depreciated assets as well. Round amounts to the nearest dollar. Use the "Acquisitions" and "Removals" columns to explain changes from "Prior Years Cost".

NOTE: If you purchased an existing business and its assets since January 1, 2021, please do not complete this listing form with first contacting the county tax office further instructions.

COST: Note that the cost information you provide must include all cost associated with 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, which 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 2011 for \$100, but the individual you purchased the equipment from acquired the equipment in 2009 for \$1000. You, the current owner, should report the property as acquired in 2009 for \$1000.

Property should be reported at its actual cost 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 market cost at the retail level of trade, which is \$2000, not the \$1000 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.

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 2020 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 2021 current year's cost column.

Group (2) OFFICE FURNITURE & FIXTURES

This group is for reporting the costs of all furniture and 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 (3) LEASEHOLD IMPROVEMENTS

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 property of the current lessee who installed it. (Examples are lavatories installed by lessee in a barbershop, special lighting, or dropped ceiling.) If you have no leasehold improvements write "none". Contact the appropriate county to determine if leasehold improvements have already been appraised as real property.

Group (4) COMPUTER EQUIPMENT

This group is for reporting the costs of non-production computers and peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as the monitors, printers, scanners, magnetic storage devices, cables, and 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 of 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) MISCELLANEOUS & FARM EQUIPMENT

This group will not be used unless instructed by authorized county tax personnel. **When adding new items or for items that appear in this section containing no value, please provide year acquired and original cost.**

Group (6) CONSTRUCTION IN PROGRESS (CIP) - Schedule (A)

CIP is business personal property which is under construction on January 1. The accountant will typically not capitalize the assets under construction until all 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 other capital assets of the business during the listing period. List in detail. If you have no CIP, write "none".

Schedule (B) List Changes in Land and Building / Schedule (C) Companies Out of Business / Schedule (D) EXPENSED ITEMS

The 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 the appropriate groups (1) through (4). If you have no expensed items write "none".

Group (7) SUPPLIES -Schedule (E)

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 the 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.

DO NOT LEAVE THIS AREA BLANK.

Group (8) VEHICLES -Schedule (F)

Motor Vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. If you own Unregistered Vehicles, Multi-year tagged trailers or special bodies attached, they must be listed. Multi-year tagged trailers, vehicles under the International Registration Plan, vehicles with permanent plates, vehicles with 3-month registration or special bodies attached must be listed.

Group (9) LEASED EQUIPMENT

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 meter, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of 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 normal "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. Please read the information on this section of the form regarding who may sign the listing form.

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 the Subchapter (of the Revenue Laws), whether by removal or concealment of property or otherwise, shall be guilty of a Class 2 misdemeanor which can be punishable by imprisonment.