

### HOW MUCH TAX WILL I PAY?

Amounts of tax are determined by the value of the property and the tax rate for a particular jurisdiction.

### VALUE

Values are determined on a cost basis using depreciation schedules developed by the NC Department of Revenue.

### HOW WILL I BE BILLED?

Several months are required for our office to process all listings received in January. After this process has been completed and an annual tax rate established, tax bills are mailed during the month of July.

### WHEN DOES MY BILL BECOME DUE?

Tax bills mailed in July become due on September 2nd, however the bill does not become delinquent until January 6th.

### HOW DO I APPEAL?

The value of your **business personal property must be appealed within 30 days** of the date of the tax bill per NC General Statute 105-322.

### WHAT IF I DO NOT PAY ON TIME?

If taxes that became due on September 2nd remain unpaid by January 6th of the following year, the Tax Department will act to collect the taxes. These remedies include **but are not limited to:** garnishment, attachment of bank accounts, seizure of property or foreclosure proceedings against real property per NC General Statute 105-368.

**Please contact our department immediately to discuss payment arrangements if you are experiencing difficulty in paying your taxes on time. The Collections Division may be reached at (336) 641-3363.**

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## Listing your Business Personal Property

### What is Required of Every Business Owner?

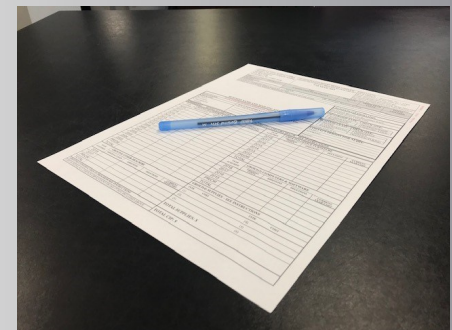


Guilford County Tax Department  
Business Personal Property Section

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(336) 641-3345

[biztax@guilfordcountync.gov](mailto:biztax@guilfordcountync.gov)

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## WHAT IS BUSINESS PERSONAL PROPERTY?

Business personal property is property that is used in a trade or business. This can include computers, furniture, office equipment, machinery, farm equipment, leasehold improvements, supplies, airplanes, IRP plated vehicles, untagged motor vehicles and permanently plated vehicles.

## WHEN DO I LIST?

All business personal property must be listed with the County Assessor by January 31st unless granted an extension. Extension requests can be submitted via paper, email (biztax@guilfordcounty.nc.gov) or the online filing system (<https://bpp.taxscribe.app/nc/county/guilford>). An extension will grant the business additional time to file. Paper and email extension requests will give the business until April 15th and online extension requests via Taxscribe will give the business until May 15th to electronically file.

All property must be listed in the name of the owner as of January 1st. ***Failure to list property within the regular listing period will result in a penalty of 10%*** per NC General Statute 105-307.

## WHERE DO I LIST?

During the last week of December, the Guilford County Tax Department mails listing forms to businesses that are believed to own taxable personal property in the county. If a business does not receive a listing form, it should request one from our department or download a form from our website. If you wish to obtain assistance in completing the form, you may visit our offices at:

**The Independence Center  
400 W Market St  
Greensboro, NC 27401  
336-641-3345**

**325 E Russell Ave  
High Point, NC 27260**

## AUTHORITY TO REVIEW

After a listing of property has been carefully reviewed, the assessor may require any person operating a business enterprise in the county to submit a detailed inventory, statement of assets and liabilities or any information pertinent to the discovery or appraisal of property taxable in the county. This review is performed to ensure that all taxable assets have been properly listed per NC General Statute 105-309(d)(1).

## WHAT IF I FAIL TO LIST?

It is the duty of the Assessor of Guilford County to ensure that all property subject to taxation is listed. When unlisted property is discovered, the assessor is required to list it for the current year and for previous years in which the property was unlisted. ***A penalty of 10% shall be added to the bill for every year the property was unlisted*** per NC General Statute 105-308.