

Guilford County Assessor's Office Business Personal Property Listing Mailing address: P.O. Box 3138 Greensboro, NC 27402-3138	TO AVOID PENALTY, RETURN SIGNED, COMPLETE LISTING OR EXTENSION REQUEST BY JANUARY 31 ST TAX YEAR: 2023	Office Location: 400 W Market St • Greensboro, NC • 27401 Phone: (336) 641-3345 Fax: (336) 641-3322 Email: biztax@guilfordcountync.gov www.guilfordcountync.gov/our-county/tax/tax-forms-rates http://taxweb.guilfordcountync.gov/PublicWebAccess/ Online listing: https://bizlink.taxscribe.com/nc/guilford/
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FOR DEPARTMENT USE ONLY	ABSTRACT #	TAX JURISDICTION/MUNICIPALITY	PENALTY %	PRIOR YEAR VALUE	TOTAL ASSESSED
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OWNER ID: _____ NAICS: _____ OR Principal Business Activity: _____
 PHYSICAL ADDRESS (Where Assets are located): _____
 OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED: _____

BUSINESS NAME AND MAILING ADDRESS

IF OUT OF BUSINESS COMPLETE THIS SECTION

DATE CEASED: CHECK ONE: <input type="checkbox"/> SOLD <input type="checkbox"/> CLOSED <input type="checkbox"/> BANKRUPT OTHER _____	SOLD EQUIPMENT/FIXTURES/SUPPLIES TO: (BUYER'S ADDRESS & PHONE) _____ _____ _____
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BUSINESS INFORMATION	
BUSINESS BEGAN (in this county) DATE: _____	
BUSINESS (fiscal) YEAR END: _____	
OWNERSHIP TYPE - CHECK ONE:	
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PROPRIETORSHIP
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNINCORP ASSOC.
OTHER(SPECIFY) BUSINESS _____	
BUSINESS CLASS - CHECK ONE:	
<input type="checkbox"/> RETAIL	<input type="checkbox"/> WHOLESALE
<input type="checkbox"/> LEASING/RENTAL	<input type="checkbox"/> SERVICE
<input type="checkbox"/> FARMING	<input type="checkbox"/> MANUFACTURING
OTHER(SPECIFY) _____	
CONTACT PERSON FOR AUDIT:	
NAME: _____	
ADDRESS: _____	
PHONE: _____	
EMAIL: _____	

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

YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP(2) OFFICE FURNITURE			
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST
2022					2022				
2021					2021				
2020					2020				
2019					2019				
2018					2018				
2017					2017				
2016					2016				
2015					PRIOR				
2014					TOTAL				
2013									
					YEAR ACQUIRED	GROUP(3) COMPUTERS & SOFTWARE			
					ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST	
2011					2022				
2010					2021				
2009					2020				
2008					2019				
2007					PRIOR				
PRIOR					TOTAL				
TOTAL									
					GROUP(4) SUPPLIES – SEE INSTRUCTIONS				
YEAR ACQUIRED	GROUP(5) OTHER-DESCRIBE (Please attach schedule)				TYPE	COST	TYPE	COST	
ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		(1)		(4)		
2022					(2)		(5)		
2021					(3)		(6)		
2020									
TOTAL									TOTAL SUPPLIES: \$
GROUP(6) CONSTRUCTION IN PROGRESS-SEE INSTRUCTIONS					TOTAL CIP: \$				
LIST IN DETAIL ALL COSTS IN CIP ACCOUNT ON JAN 1 ST NOT INCLUDED ABOVE.									

YEAR ACQUIRED	GROUP(7) LEASEHOLD IMPROVEMENTS (ATTACH DESCRIPTION)				YEAR ACQUIRED	GROUP(8) EXPENSED ITEMS – DESCRIBE			
	ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST		ORIGINAL COSTS	ADDITIONS	DELETIONS	CURRENT YEAR COST
2022					2022				
2021					2021				
2020					2020				
2019					2019				
2018					2018				
2017					2017				
2016					2016				
2015					2015				
2014									
2013									
2012									
2011									
2010									
2009									
PRIOR									
TOTAL									

If you need additional space to list property under schedules B and C, please attach a separate report in THE SAME FORMAT as below. Write “see attached” on the schedules if this is necessary.

SCHEDULE B VEHICULAR EQUIPMENT & MOBILE OFFICES – SEE INSTRUCTIONS

GROUP(1) UNREGISTERED MOTOR VEHICLES, IRP (INTERNATIONAL REGISTRATION PLAN) PLATED VEHICLES, SPECIAL BODIES, AND MULTIYEAR TAGGED TRAILERS – SEE INSTRUCTIONS

YEAR	MAKE	MODEL	BODY/SIZE	TITLE #	VEHICLE ID.# (VIN)	ORIGINAL COST	YR ACQ	FOR OFFICE USE

GROUP(2) BOATS & BOAT MOTORS – SEE INSTRUCTIONS

TYPE	YEAR/MAKE/MODEL	LENGTH/SIZE	REGIS.#	LOCATION	ENGINE TY	ORIGINAL COST	YR ACQ	FOR OFFICE USE
BOAT								
MOTOR								

GROUP(3) AIRCRAFT – SEE INSTRUCTIONS

YEAR	MAKE	MODEL	SERIAL #	LOCATION	TAIL #	ORIGINAL COST	YR ACQ	FOR OFFICE USE

GROUP(4) MANUFACTURED HOMES & OFFICE TRAILERS – SEE INSTRUCTIONS

YEAR	MAKE	WIDTH/LENGTH	TITLE #	VEHICLE ID # (VIN)	ORIGINAL COST	YR ACQ	FOR OFFICE USE

SCHEDULE C PROPERTY IN YOUR POSSESSION ON JANUARY 1, OWNED BY OTHERS – SEE INSTRUCTIONS

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE/ACCOUNT #	MONTHLY PAYMENT	COST NEW (QUOTE)	START/END LEASE DATE

AFFIRMATION LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON – SEE INSTRUCTIONS

Under penalties prescribed 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.

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. Listings may be subject to audit review, for compliance and accuracy of returns.

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 _____

Any individual who willfully makes and subscribes an abstract listing required by this 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 a fine not to exceed \$1,000 and/or imprisonment up to 60 days.)

SCHEDULE D	SEPARATELY SCHEDULED PROPERTY – SEE INSTRUCTIONS
1. Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes? () YES () NO Please describe the items and estimated value of items if applicable.	

SCHEDULE E	FARM EQUIPMENT – Tractors, Implements, Bulk Barns, Etc...Attach detail if needed.					
YEAR	DESCRIPTION or MAKE	MODEL or SERIES	GAS or DIESEL	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

SCHEDULE F SESSION LAW 2018-98 REPEALED THE TAX OF A LEASEHOLD INTEREST IN EXEMPT REAL PROPERTY, EFFECTIVE JULY 1, 2019. SCHEDULE F IS NO LONGER APPLICABLE AND WILL BE RESERVED FOR FUTURE USE.

SCHEDULE G	ADDITIONS AND/OR DELETIONS TO REAL PROPERTY – If your business owns real property in Guilford County and made improvements and/or additions or deletions to the property during the prior year, complete this section. Attach schedule if necessary.			
LOCATION (ADDRESS OR PARCEL NUMBER)	DESCRIPTION	TOTAL COST	% COMPLETE ON JAN 1	

SCHEDULE A-1	ADDITIONAL SCHEDULES FOR MACHINERY & EQUIPMENT								
YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT				YEAR ACQUIRED	GROUP(1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YEAR COST		PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YEAR COST

A COPY OF YOUR LATEST BALANCE SHEET AND DEPRECIATION SCHEDULE OR FIXED ASSETS LEDGER SHOULD ACCOMPANY THIS RETURN. ALL SECTIONS OF THIS RETURN MUST BE COMPLETED PER INSTRUCTIONS OR IT MAY BE REJECTED. IF A SECTION DOES NOT APPLY, INDICATE SO, DO NOT LEAVE IT BLANK.

INSTRUCTIONS – Listings due By January 31st.

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 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 31st. Mailing address: Business Personal Property, P.O. Box 3138, Greensboro, NC 27402

As required by state law, late listings will receive a penalty. An extension of time to list may be obtained by submitting written request showing "good cause" to the Guilford County Assessor's Office by January 31st, by mail or [email to biztax@guilfordcountync.gov](mailto:emailto.biztax@guilfordcountync.gov)

How do I list? -- Three important rules:

- (1) Read these INSTRUCTIONS for each schedule or group. Contact our 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) 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 Assessor's Office 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. PO and Personal Mail Boxes are not acceptable.
- (4) 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".
- (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 "2022" are the rows in which you report property acquired during the calendar year 2022. Other years follow the same format.

Schedule A is divided into eight (8) groups. Each is addressed below. Prior year cost (Original Costs) may be pre-printed. This column should contain the cost information from last year's listing. If it does not, please complete this column, referring back to your last year's listing. List Current Year's Cost (Total Cost) 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 "Additions" and "Deletions" column to explain changes from "Original Cost" to "Total Cost". The "Original Cost" plus "Additions" minus "Deletions" should equal "Total Cost" If there are any additions and/or deletions, please attach an acquisitions and disposals detail. If the deletion is a transferred or paid out lease, please note this, and to whom the property was transferred.

COST - Note that 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.

NOTE: If you purchased an existing business and its assets since January 1, 2022, do not complete this listing form without first contacting the county tax office for further instructions.

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 2022 for \$100, but the individual you purchased the equipment from acquired the equipment in 2017 for \$1000. You, the current owner, should report the property as acquired in 2017 for \$1000.

Property should be reported at its actual historical installed cost IF 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. 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.

Multi-Situs Property Owners and Lessors

If you own Multiple properties in one or more jurisdictions, for example, leased equipment or vending equipment, please submit your asset detail in Excel (.zip files can

be sent to the email indicated on the form, with the file name: businessnameyear.zip.) File should contain all equipment at cost, sorted by tax jurisdiction, and include all information needed for valuation, including but not limited to, description, year acquired, cost at the retail level of trade, physical location, and lessee.

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 2022 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 no other costs were incurred. The \$10,600 should be added in group (1) to the 2022 "Original Costs" cost column, every year until it is removed.

Group (2) Office Furniture & Fixtures

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 (3) 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. **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 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". Do not list any software that is expensed.

Group (4) 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 manufacturers 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/cookware not listed in Schedule A (5) Rental items not sold in the normal course of business and not listed in Schedule A (6)**

Group (5) Other

This group will not be used unless instructed by authorized county tax personnel.

Group (6) 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 (7) Leasehold Improvements

This group includes improvements made by or for the business to real property leased or used by the business. The improvements may or may not be intended to remain in place at the end of the lease, but they must still be listed by the business unless it has been determined that the improvements will be appraised as real property by the county for this tax year. Contact the appropriate county to determine if you question whether these improvements will be appraised as real property for this tax year. If you have made no improvements to leased property write "none". Do not include in this group any Store Equipment-Group (1) or Office Furniture and Fixtures-Group (3).

Group (8) Expensed Items

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

SCHEDULE B VEHICULAR EQUIPMENT –Attach additional detail as needed

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, IRP (International Registration Plan) plated vehicles or special bodies attached they must be listed. NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county tax office as part of the business personal property listing form process.

SCHEDULE C 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.

SCHEDULES D, E, F, G: SPECIAL PROPERTIES, FARM EQUIPMENT, LEASEHOLD INTEREST, REAL PROPERTY IMPROVEMENTS. Indicate "N/A" if you have nothing to report in these sections.

SCHEDULE I-1 BILLBOARDS

AFFIRMATION

If the form is not signed by an authorized person, it may be rejected and could be subject to penalties. This section describes 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 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)