

**INSTRUCTIONS FOR FILING BUSINESS PERSONAL PROPERTY LISTING
WAKE COUNTY, NORTH CAROLINA
919/856-5400**

INFORMATION ABOUT YOUR BUSINESS

PLEASE INSERT OR VERIFY THE FOLLOWING INFORMATION ON THE BUSINESS PROPERTY STATEMENT:

BUSINESS NAME	TELEPHONE NUMBER	BUSINESS BEGIN DATE	TYPE OF OWNERSHIP
BUSINESS ADDRESS	ALTERNATE TELEPHONE NUMBER	BUSINESS YEAR END DATE	SOCIAL SECURITY NUMBER
TRADE NAME	FAX NUMBER	TYPE OF BUSINESS	FEDERAL ID NUMBER
COST CENTER	E-MAIL ADDRESS	NAICS CODE	# OF FULL TIME & PART TIME EMPLOYEES
(IF APPLICABLE)			

COST CENTER

COST CENTER WILL BE BLANK FOR MOST COMPANIES. USE OF THE COST CENTER WILL SEPARATELY TRACK SIMILAR EQUIPMENT FOR DIFFERENT DEPARTMENTS/DIVISIONS IN THE SAME LOCATION. COMPANIES HAVING NUMEROUS FACILITIES SHOULD CONSIDER USING THE COST CENTER TO HELP IDENTIFY THE LOCATION. A LISTING FORM WILL BE GENERATED FOR EACH COST CENTER. THE COST CENTER CODE CAN HAVE 1-15 NUMERIC OR ALPHABETIC CHARACTERS.

WHO MUST FILE A LISTING

THE COMPLETION OF A LISTING IS REQUIRED OF ALL INDIVIDUALS, PARTNERSHIPS, CORPORATIONS AND ASSOCIATIONS WHO ON JANUARY 1 OWN, CONTROL, OR POSSESS ANY AMOUNT OF LEASEHOLD IMPROVEMENTS OR PERSONAL PROPERTY USED OR HELD FOR A BUSINESS PURPOSE. THE QUESTION OF EXEMPT STATUS DOES NOT EXCUSE ANY OF THE FOREGOING FROM THE REQUIREMENT. THE DISCLOSURE OF THE SOCIAL SECURITY 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)(C)(i) AND N.C.G.S. 105-309.

WHEN AND WHERE TO LIST

THE BUSINESS PERSONAL PROPERTY LISTING MUST BE FILED ON OR BEFORE JANUARY 31 WITH THE WAKE COUNTY REVENUE DEPARTMENT.

MAIL TO:

**WAKE COUNTY REVENUE DEPARTMENT
GARLAND H. JONES BUILDING LOWER LEVEL
300 S. SALISBURY STREET
P.O. BOX 2331
RALEIGH, NC 27602-2331
(919) 856-5400**

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 OR OVERNIGHT CARRIER SERVICE. IF NO DATE IS SHOWN ON THE POSTMARK, OR IF THE POSTMARK IS NOT AFFIXED BY THE U.S. POSTAL SERVICE OR OVERNIGHT CARRIER SERVICE (FOR INSTANCE, YOUR OWN POSTAGE METER) THE LISTING SHALL BE DEEMED TO BE FILED WHEN RECEIVED BY THE WAKE COUNTY REVENUE DEPARTMENT. ALL LATE LISTINGS WILL BE SUBJECT TO A TEN PERCENT (10%) PENALTY.

EXTENSION

AN EXTENSION OF TIME TO LIST MAY BE OBTAINED BY USING OUR ONLINE BUSINESS LISTING APPLICATION. GO TO WWW.CO.WAKE.NC.US/REVENUE, SELECT ONLINE BUSINESS LISTING UNDER THE ONLINE RESOURCES SECTION. TO USE THIS SYSTEM YOU WILL NEED YOUR WAKE COUNTY ACCOUNT NUMBER AND PASSWORD SHOWN AT THE TOP LEFT OF THE LISTING FORM. EXTENSION REQUESTS MAY ALSO BE SUBMITTED BY MAIL. MAILED REQUESTS MUST BE ON COMPANY LETTERHEAD AND REFERENCE THE ACCOUNT NUMBER FOR WHICH THE EXTENSION IS BEING REQUESTED.

NEW BUSINESSES LISTING FOR THE FIRST TIME MUST ESTABLISH A WAKE COUNTY ACCOUNT USING THE ONLINE SYSTEM BEFORE AN EXTENSION REQUEST CAN BE SUBMITTED.

REQUESTS FOR LISTING EXTENSIONS MUST BE MADE BY JANUARY 31.

THE FILING DEADLINE FOR ACCOUNTS THAT HAVE BEEN GRANTED AN EXTENSION IS AS FOLLOWS:

- IF THE LISTING IS SUBMITTED BY MAIL, IT MUST BE POSTMARKED BY APRIL 15. (SEE THE ABOVE SECTION "WHEN AND WHERE TO LIST" FOR POSTMARK REGULATIONS)
- LISTINGS SUBMITTED AFTER APRIL 15 WILL ONLY BE DEEMED TIMELY IF FILED ELECTRONICALLY USING OUR ONLINE BUSINESS LISTING SYSTEM. ELECTRONIC LISTINGS MUST BE RECEIVED BY MAY 15.

FAILURE TO LIST BY THE DATES ABOVE WILL RESULT IN A LATE LIST PENALTY BEING ASSESSED.

APPLICATION FOR EXEMPTION

ORGANIZATIONS CLAIMING EXEMPTION FROM N.C. PERSONAL PROPERTY TAX MUST FILE AN APPLICATION FOR EXEMPTION BY JANUARY 31. APPLICATIONS FOR EXEMPTION (FORM AV-10) MAY BE OBTAINED FROM THE WAKE COUNTY REVENUE DEPARTMENT.

A SUPPLIES AND MATERIALS

LIST ALL SUPPLIES AND MATERIALS WHICH ARE NOT CONSUMED IN MANUFACTURING OR PROCESSING OR THAT BECOME A PART OF THE SALE OF THE PROPERTY BEING SOLD. INCLUDE SPARE PARTS HELD FOR EQUIPMENT MAINTENANCE AND REPAIR EVEN THOUGH THEY MAY BE CARRIED IN AN INVENTORY ACCOUNT. HOTELS AND HOSPITALS SHOULD LIST THE SUPPLIES THAT ARE PROVIDED IN THEIR ROOM CHARGE.

INVENTORIES, I.E. GOODS HELD FOR SALE IN THE REGULAR COURSE OF BUSINESS BY MANUFACTURERS, RETAIL MERCHANTS AND CONTRACTORS ARE EXEMPT FROM PROPERTY TAX. THIS INCLUDES RAW MATERIALS, GOODS ON PROCESS OF MANUFACTURING AND FINISHED GOODS.

B. CONSTRUCTION IN PROGRESS

REPORT 100% COST OF ALL PERSONAL PROPERTY CARRIED IN A CIP ACCOUNT AS OF JANUARY 1, 2003. PROVIDE INFORMATION AS TO THE CATEGORIES OF PROPERTY CARRIED IN THIS ACCOUNT AND A DETAIL OF THE EXPENDITURES FOR EACH DURING THE PRECEDING CALENDAR YEAR.

C. PERSONAL PROPERTY

ALL TANGIBLE PERSONAL PROPERTY MUST BE LISTED AS OF JANUARY 1. TAXPAYERS WITH A BUSINESS YEAR-END OTHER THAN DECEMBER 31 MUST UPDATE THEIR RECORDS TO THE JANUARY 1 REPORTING DATE. TANGIBLE PERSONAL PROPERTY INCLUDE BUT IS NOT LIMITED TO: MACHINERY, FURNITURE, FIXTURES, DRAWINGS, SIGNS, PURCHASED SOFTWARE WHICH IS TREATED AS A CAPITAL ASSET, REFERENCE LIBRARIES, ETC. ALL ITEMS MUST BE LISTED IN THE YEAR ACQUIRED AT 100% COST INCLUDING INSTALLATION, SALES TAX, FREIGHT AND ANY ASSOCIATED COSTS.

GROUP 1 SHOULD INCLUDE MACHINERY, EQUIPMENT, AND UNLICENSED VEHICLES USED IN YOUR BUSINESS.

GROUP 2 SHOULD INCLUDE FURNITURE AND FIXTURES USED IN YOUR BUSINESS.

GROUP 3 SHOULD INCLUDE COMPUTER EQUIPMENT, COMPUTER PERIPHERALS AND SOFTWARE USED IN YOUR BUSINESS.

GROUP 4 SHOULD INCLUDE A DESCRIPTION OF "OTHER" ITEMS SO THAT THE PROPER VALUATION SCHEDULES CAN BE ASSIGNED. EXAMPLES FOR GROUP 4 INCLUDE BUT ARE NOT LIMITED TO: FARM EQUIPMENT, TESTING EQUIPMENT, PRINTING EQUIPMENT, PHOTOGRAPHIC EQUIPMENT, TUBULAR STEEL FRAME GREENHOUSES, ETC.

GROUP 5 SHOULD INCLUDE A DESCRIPTION OF "OTHER" ITEMS SO THAT THE PROPER VALUATION SCHEDULES CAN BE ASSIGNED. EXAMPLES FOR GROUP 5 INCLUDE BUT ARE NOT LIMITED TO: RENTAL EQUIPMENT, ELECTRONIC EQUIPMENT AND TRANSMITTING TOWERS.

LESSORS SHOULD INCLUDE A DETAILED SCHEDULE OF LEASED EQUIPMENT AND RENTAL VEHICLES, PERSONAL PROPERTY WHICH YOU RENT OR LEASE TO OTHERS IS NOT EXEMPT FROM PROPERTY TAXES. IF YOU OWNED SUCH PROPERTY, ATTACH A SCHEDULE SHOWING LESSEE'S NAME AND ADDRESS, A DESCRIPTION OF THE PROPERTY, YEAR ACQUIRED AND COST. IF YOU MANUFACTURED THIS EQUIPMENT, YOU MUST FURNISH SELLING PRICE NEW, NOT MANUFACTURED COST.

DO NOT LIST LICENSED VEHICLES OR ATTACHED SPECIAL TRUCK MOUNTED EQUIPMENT (CRANES, WRECKERS, DRILLING, TANKS AND HOSES, ETC.) IN SECTION C. ATTACH A SCHEDULE SHOWING YEAR ACQUIRED, COST, AND DESCRIPTION OF EQUIPMENT ALONG WITH THE LICENSE TAG NUMBER OF THE VEHICLE. THIS EQUIPMENT SHOULD BE VALUED WITH YOUR LICENSED VEHICLE. **UNLICENSED VEHICLES AND ANY ATTACHED SPECIAL EQUIPMENT** SHOULD BE LISTED IN GROUP 1 AT YOUR YEAR ACQUIRED AND COST.

D. PROPERTY OWNED BY OTHERS IN POSSESSION OF TAXPAYER

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.

E. LEASEHOLD IMPROVEMENTS

REPORT TOTAL INVESTMENT DURING PRECEDING CALENDAR YEAR IN LEASEHOLD IMPROVEMENTS. CERTAIN IMPROVEMENTS ARE NOT ASSESSED AS REAL ESTATE BUT ARE CONSIDERED TO BE PERSONAL PROPERTY. EXAMPLES ARE SECURITY SYSTEMS, TELEPHONE SYSTEMS, ALARM SYSTEMS, KITCHEN EQUIPMENT, MILL WORK, SHELVING, FURNISHINGS ATTACHED TO REAL ESTATE, HEATING/OR AIR CONDITIONING SYSTEMS FOR SPECIAL PURPOSE AREAS, COOLERS, PIPING (OTHER THAN NORMAL PLUMBING), AND ANY OTHER SIMILAR ITEMS. THE REAL ESTATE VALUATION INCLUDES SUCH ITEMS AS FLOOR COVERING, WALL COVERING, CEILINGS, NORMAL LIGHTNING, HEATING, AIR CONDITIONING, SPRINKLER SYSTEMS, PAVING, OUTDOOR FENCING AND AREA LIGHTING.

F. OTHER NORTH CAROLINA COUNTIES

PLEASE LIST OTHER COUNTIES IN NORTH CAROLINA WHERE YOU MAINTAIN FACILITIES OR EQUIPMENT.

G. PERSON TO CONTACT FOR ADDITIONAL INFORMATION

PLEASE COMPLETE (PRINT) THE INFORMATION REGARDING THE PERSON TO CONTACT FOR ADDITIONAL INFORMATION. PLEASE SIGN AND DATE THE AFFIRMATION.

FARMERS, CARPENTERS AND MECHANICS WHO OWN TOOLS & EQUIPMENT USED IN A TRADE OR BUSINESS SHOULD USE THIS FORM TO LIST.

RENTED FURNISHINGS (LANDLORD ONLY) IF YOU OWN A FURNISHED RENTAL UNIT (HOUSE, APT., CONDO, MOBILE HOME, ETC.) LIST ON THIS FORM.

ADDITIONAL INFORMATION REGARDING PROPERTY TAX CAN BE VIEWED AT [HTTP://WWW.WAKEGOV.COM](http://www.wakegov.com)