



INTRODUCTION

The purpose of this brochure is to provide you, the business owner, with general information regarding the business personal property listing requirement.

Who must file a listing?

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. All counties require this annual listing per North Carolina General Statute 105-308.

What are some examples of personal property?

Property that is taxable for ad valorem purposes includes, but is not limited to, machinery, equipment, computers, office furniture, tractors, untagged or permanent plate vehicles.

What is an ad valorem tax?

It is a tax based on value. In this case, it is a tax levied on the value of personal property. It is not the same as sales tax or income tax.

What if I don't own the personal property?

You are still required to list the property. There is a section on the back of the listing form to list "property in your possession but owned by others." This is where you would include leased equipment.

Do I list equipment that I personally own?

All assets used to produce income are taxable, whether you acquired them personally or they were purchased by the business.

My equipment is fully depreciated so I don't need to list it, right?

Your equipment may be fully depreciated for income tax purposes but it is still taxable for ad valorem purposes if it is used for business.

Do I list inventory?

You do not list anything that is for resale. This includes materials that are part of a finished product or service.

Can my accountant file for me?

You may have someone prepare your business listing. However, the listing must be signed by the taxpayer, a principal officer of the taxpayer, a full-time employee of the taxpayer or authorized agent who has been officially empowered to list the property. Unsigned listings will be rejected.

What about real estate?

Real estate is considered real property, not personal property, and is automatically listed every year. Therefore, you do not need to list real estate but you are required to list personal property annually.

When and where do I list?

Listings are due on or before January 31. They must be filed with the Tax Administrator every year. 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 Tax Administrator by January 31.

How do I list?

- (1) Obtain a listing form from the Tax Administrator's Office or download a form and instructions directly from www.unioncountync.gov or www.ncdor.gov
- (2) Read the instructions
- (3) Complete the listing form and return to the Union County Tax Administrator's Office.

Electronic Listing and Extension Request:

Any business (es) wishing to list electronically or file for an extension of time to list may do so by going to www.unioncountync.gov. A link is provided for access to the electronic listing and extension request. You can also reach the office by email at PersonalProperty@unioncountync.gov

What if I didn't open my business until after January 1?

If you did not have any assets for the business until after January 1 you are not required to list until the following January.

What if I move, close or sell my business?

You should indicate any changes in the appropriate sections on your listing form. The Tax Administrator must have all changes in writing in order to update our records.

What if I don't list?

North Carolina General Statute 105-308 reads that..."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 Class 2 Misdemeanor." It is the taxpayer's responsibility to notify the Tax Administrator of the status of the business. If a business personal property listing form is not filed by January 31, a discovery letter is mailed to the taxpayer notifying him/her that we have not received their listing. The discovery letter proposes an estimated value for the personal property. If the taxpayer fails to respond within thirty (30) days of the notice date, a bill will be generated based on the proposed value plus late penalty.

How and when will I be billed?

The County uses depreciation schedules furnished by the North Carolina Department of Revenue to depreciate the costs reported on the listing forms in order to arrive at a total value. This value is then multiplied by the tax rate set by the County Commissioners in July of each year. Bills are usually mailed in August.

When are bills due?

Bills are due September 1 and delinquent after January 5 of the following year.

POINTS OF INTEREST

Starting a Business in North Carolina

For information about starting a new business in NC, including licensing, permits, tax information, etc., please contact Business Link North Carolina at 1-800-228-8443 or www.blnc.gov. The NC Department of Revenue has extensive information as well at www.dornc.com.

Business Name Registration

Sole proprietorships, general partnerships, limited partnerships and corporations operating under an assumed name or DBA in Union County should be registered with the Union County Register of Deeds Office located at 500 North Main Street, Monroe NC 28110. They may be reached at 704-283-3727 or www.unioncountync.gov.

Business names for limited partnerships, LLC's, LLP's and corporations should be registered with the North Carolina Secretary of State's office. You may contact them at 919-807-2225 or www.sosnc.com.

If you have questions concerning business personal property in Union County or need any assistance, please contact the Tax Administrator's Office at (704) 283-3746 or visit our website at www.unioncountync.gov

You can also reach the office by email at PersonalProperty@unioncountync.gov

GOOD LUCK WITH YOUR BUSINESS!



BUSINESS PERSONAL PROPERTY

**WHAT EVERY BUSINESS OWNER
SHOULD KNOW**

Union County Tax Administrator's Office
Post Office Box 97
Monroe, NC 28111

UNION COUNTY TAX ADMINISTRATOR'S OFFICE

P O BOX 97
Monroe, NC 28111
(704) 283-3746

www.unioncountync.gov

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