

# Basics of How to Complete Business Personal Property Listing

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Location address of the business could be different from mailing address below.

PHYSICAL ADDRESS _____	LOCATION OF ACCOUNTING RECORDS _____
REAL ESTATE OWNED BY _____	DATE BUSINESS BEGAN IN THIS COUNTY ____ / ____ / ____
PRINCIPAL BUSINESS IN LINCOLN COUNTY IS: _____	DATE BUSINESS (FISCAL) YEAR ENDS ____ / ____ / ____
STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC #) _____	CHECK ONE > CORPORATION ____ SOLE PROPRIETORSHIP ____ PARTNERSHIP ____
NAME IN WHICH BUSINESS WAS LISTED LAST YEAR: _____	UNINCORPORATED ASSOCIATION ____ OTHER (SPECIFY) _____
NAME/ADDRESS _____	CHECK BUSINESS CATEGORY > RETAIL ____ WHOLESALE ____ MANUFACTURING ____
	SERVICE ____ LEASING/RENTAL ____ FARMING ____ OTHER (SPECIFY) _____
	OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED _____
	CONTACT PERSON FOR AUDIT: _____
	ADDRESS & PHONE _____
	IF OUT OF BUSINESS COMPLETE THIS SECTION ==> DATE CEASED _____
	CHECK ONE: SOLD ____ CLOSED ____ BANKRUPT ____ OTHER ____
	SOLD EQUIPMENT / FIXTURES / SUPPLIES TO: _____
	BUYER'S ADDRESS & PHONE: _____

**Please make sure name and address are correct**

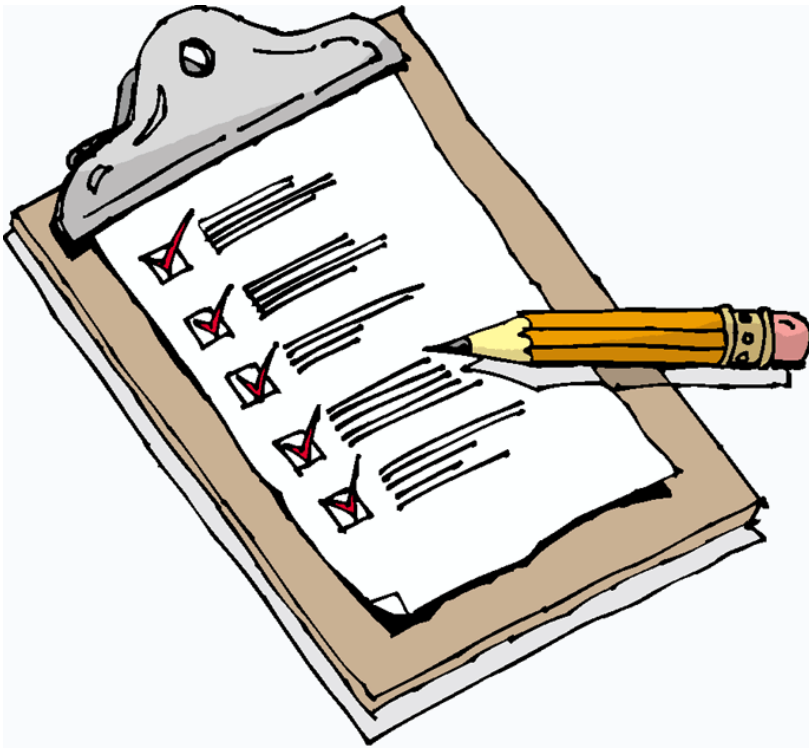
*The top portion of the listing form is for basic information about your business. The tax office needs this to correctly identify where you are located, what type of business you have, do you own the real estate, who to contact for audit or questions about the listing.*

- Please take the time to complete this section each year as the status of the business, location, and contact information can change yearly.*

There are too many columns and years  
on the listing form what does it all  
mean?



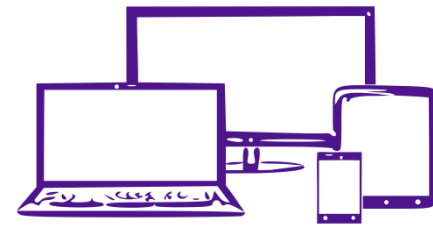
First thing you need to do is take inventory.  
What assets do you have that you use in  
connection with your business?



- Machinery & Equipment
- Office Furniture & Fixtures
- Computer Equipment
- Leasehold Improvements
- Expensed Items
- Construction in Progress
- Supplies
- Vehicular Equipment
- Watercraft
- Aircraft
- Manufactured Home or Office

What about leased items? Are you  
leasing any equipment? From whom?  
What? How much do you pay monthly?

What if your business is small or home based and you use your laptop, cell phone, or iPad for both personal use and business? Do you have to list it?





What about Inventory that is for resale or a raw material that is part of a manufacturing process? Do you have to list those assets?



The state of North Carolina exempts from property tax inventory and raw materials used in the manufacturing process.



The listing form is designed for you to report your assets each year by Year Acquired (Age of Asset) and Historical Original Cost.

**COST-** must include all costs associated with the asset itself as well as the costs associated with bringing that asset into operation. Costs may include but are not limited to invoice cost, trade-in allowances, freight, installation costs, sales tax, and construction period interest.



I have my list of assets with Yr. Acquired and Cost now  
what?





# Looking at the listing form you will see several **GROUPS**.

## GROUP (1) MACHINERY & EQUIPMENT

YR ACQUIRED	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2024	Shaded out use Curr Yr Cost			
2023				
2022				
2021				
2020				

Each **GROUP** will be used to categorize your assets so they can be put on the correct depreciation schedule.

## GROUP (2) OFFICE FURNITURE & FIXTURES

YR ACQUIRED	PRIOR YR COST	ADDITIONS	DELETIONS	CURR YR COST
2024	Shaded out use Curr Yr. Cost			
2023				
2022				

You will also see each **GROUP** has the below columns and rows.

Yr. Acquired	Prior Yr. Cost	Additions	Deletions	Curr. Yr. Cost
2024	These columns will always be shaded out for the most current year acquisitions as they will need to be reported as Curr Yr Cost			
2023				
2022				

**Yr. Acquired** - This column is used vertically up and down to find the year the assets were purchased.

**Prior Yr. Cost**- This column will pre-print any assets you have listed with the tax department previously.

**Additions**- This column is used horizontally across from your Yr. Acquired to list any used or older equipment you purchased or had when the business began.

**Deletions**- This column is used horizontally across from your Yr. Acquired to list any assets you have disposed of or gotten rid of.

**Curr Yr Cost** - use this column horizontally across to total your assets for the Curr Yr Cost.

**NOTE: Cost should always remain on the listing form as Historical Original Cost you do not need to depreciate the assets yearly on the listing form.**

You will complete each **GROUP** the same way  
using the Yr. Acquired, Prior Yr, Additions,  
Deletions, and Curr. Yr Cost columns and rows.  
(EXCEPT: Construction in Progress and Supplies)



- How does that work?

**1<sup>st</sup>** Sort or categorize all of your assets from your list by each **GROUP**.



- GROUP (1) **MACHINERY & EQUIPMENT**
- GROUP (2) **OFFICE FURNITURE & FIXTURES**
- GROUP (3) **COMPUTER EQUIPMENT**
- GROUP (4) **LEASEHOLD IMPROVEMENTS**
- GROUP (5) **EXPENSED ITEMS**
- GROUP (6) **OTHER**
- GROUP (7) **CONSTRUCTION IN PROGRESS**
- GROUP (8) **SUPPLIES**

## 2<sup>nd</sup> Sort your **GROUPS** by **Yr. Acquired**

2014  
2015  
2016

- Remember **Yr. Acquired** should be the Year the asset was first purchased (**Age of Asset**). Not the year you purchased the asset, if the asset is used. For example, you, the current owner purchased equipment in 2024 for \$250, but the individual you purchased the equipment from acquired it new in 2008 for \$1000. You, the current owner, should list on your listing as **Yr. Acquired** 2008 for \$1000 **NOT** **Yr. Acquired** 2024 for \$250.
- **Why?** If you report Current Cost with Current Yr. Acquired not Historical Cost with Yr. Acquired the depreciation will be off.



## Example:

**Yr Acquired 2023-** purchased 3-Weed Eaters at \$150 ea., 1- Laptop at \$600, 1- Office Chair at \$75, and 2- Filing Cabinets at \$100 ea .

**Yr Acquired 2024** -purchased 1-Printer at \$50, 2-Backpack Sprayers at \$100 ea., 2-Zero Turn Lawn Mowers \$8,000 ea.

**How would you sort or group these assets and get the information for your listing form?**

- **1<sup>st</sup>** What would Weed Eaters, Backpack Sprayers, and Zero Turn Lawn Mowers be?  
**Machinery & Equipment**  
-Office Chair and Filing Cabinets?  
**Office Furniture & Fixtures**  
-Laptop? **Computer Equipment**
- **2<sup>nd</sup>** Look at your **Yr Acquired** keep everything from 2023 together and everything from 2024 together.
- **3<sup>rd</sup>** Add or **TOTAL** each **Group** for each **Yr Acquired**.

## Results

### **Machinery & Equipment**

Yr Acquired 2023-**\$450**

Yr Acquired 2024-**\$16,200**

### **Office Furniture & Fixtures**

Yr Acquired 2023-**\$275**

Yr Acquired 2024- **\$50**

### **Computer Equipment**

Yr Acquired 2023- **\$600**

Yr Acquired 2024- **\$0**

Got it... You are almost there .



## Let's try it with another example, this time will show you how to use all the columns and rows on the listing.

Yr. Acquired	Prior Yr. Cost	Additions	Deletions	Curr. Yr Cost
2024				8,000
2023	2,000	350		2,350
2022	300			300
2021	5,850		5,000	850
2020	3,450			3,450

You've had a Landscaping business since 2020 and listed each year. This year you **disposed** of a Zero Turn Mower purchased in **2021** (original cost **\$5,000**), you purchased a brand new Zero Turn Mower in **2024** (original cost **\$8,000**), and purchased a used **2023** leaf blower (original cost **\$350**) you paid \$275. How should you list?

Use the Deletions column to delete the original \$5,000 cost from Yr Acquired 2021 for the Zero Turn Mower you disposed of (Note: your Prior Yr Cost was 5,850 you had other assets you had purchased in 2021 and you still own those assets) you will need to use the columns horizontally to subtract the deletions and TOTAL your Curr. Yr Cost.

The Zero Turn Mower purchased in 2024 would be added to the listing as a Curr. Yr Cost. The Prior Yr. Cost, Additions, Deletions columns will be shaded out you should not use those columns for any new purchases.

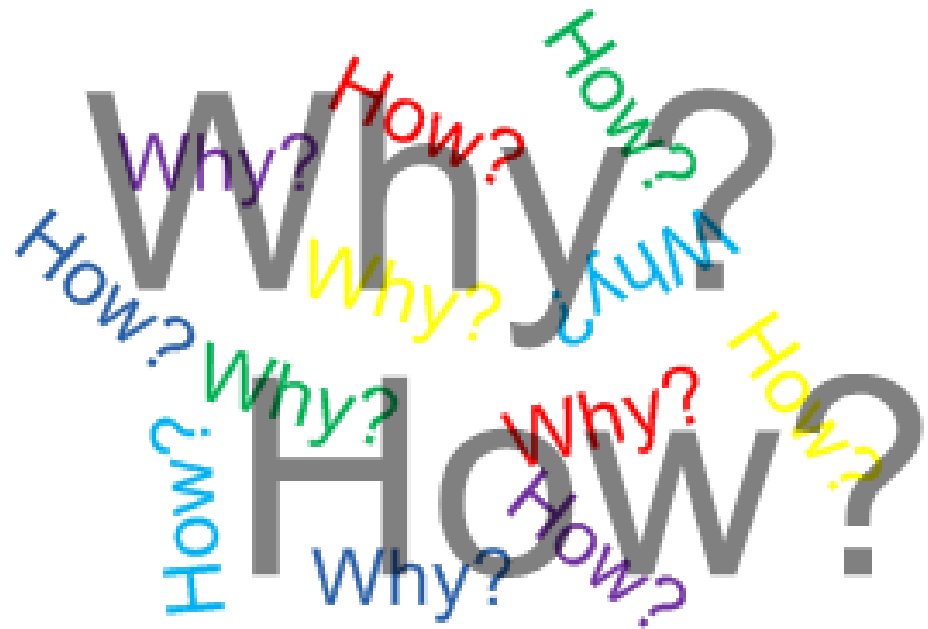
The used 2023 leaf blower you purchased in 2023 for \$275 will need to be added as an Addition for the Yr. Acquired 2023 using the full original cost of \$350.

## **Why list a used 2023 Leaf Blower that you purchased in 2023 as a 2023 Yr. Acquired with the Original Cost?**

The purpose of the Yr Acquired column and the listing of assets at Historical Original Cost is to correctly depreciate the asset to what Market Value is today.

By listing the correct Age (Yr Acquired) and Historical Original Cost, our office is able to use the North Carolina Department of Revenue Cost Index & Depreciation, to depreciate the asset to a fair market value.

Our office wants to make sure your assets are depreciated correctly and put on a schedule to where it will continue to depreciate correctly each year.



# What if I have no idea what the Yr. Acquired or Historical Original Cost is?

Contact our office, give us the best information available. So that we can help you to determine how to list the assets and depreciate it the best way possible.

[elackey@lincolncountync.gov](mailto:elackey@lincolncountync.gov)



# 704-736-8549



# Now let's look at

## GROUP (7) CONSTRUCTION IN PROGRESS

- What is Construction in Progress (CIP)?
- CIP is business personal property which is under construction on January 1. Your accountant will typically not capitalize assets under construction until all the cost associated with the assets are known. In the interim period, your 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. **If you have no CIP write on your listing "NONE"**

## GROUP (8) SUPPLIES

- **Almost ALL businesses have supplies.**
- These include normal business operating supplies such as but not limited to: Office Supplies, Maintenance & Janitorial Supplies, Medical, Dental, or other Professional Supplies, Beauty & Barber Shop Supplies, Fuels of all kinds, Equipment Spare Parts, Hotel & Motel Supplies. You are to list cost on hand as of January 1, the temporary absence of property on January 1 does not mean it should not be listed. If you are unsure most businesses will look at how much was spent for the entire year and divide the supply cost by 12 to give 1 months cost of supplies.

# How to complete listing form for GROUP(7) & (8)

## GROUP (7) CONSTRUCTION IN PROGRESS

**TOTAL \$** (add all CIP and give one TOTAL)

## GROUP (8) SUPPLIES

- (1) Use (1)-(6) to separate types of  
(2) supplies and each type cost.

(3) **Example:**

(4) Janitorial \$100

(5) Office \$225

(6) **TOTAL \$325**

That was the hard  
part.



On to the  
back of  
the form...

# BACK OF FORM

SCHEDULE B		VEHICULAR EQUIPMENT - SEE INSTRUCTIONS					
GROUP (1) UNREGISTERED MOTOR VEHICLES, IRP PLATED VEHICLES, PERMANENT OR MULTIYEAR REGISTERED TRAILERS.							
YEAR	MAKE	MODEL	BODY/SIZE	TITLE #	VEHICLE ID. NUMBER (VIN)	SPEC. BODY COST	FOR OFFICE USE

GROUP (2) BOATS & BOAT MOTORS								
TYPE	YEAR / MAKE / MODEL	LENGTH/SIZE	REGIS. #	LOCATION	ENGINE TYPE	ORIGINAL COST	YEAR PURCHASED	FOR OFFICE USE
BOAT								
MOTOR			HP					
BOAT								
MOTOR			HP					

GROUP (3) AIRCRAFT								
YEAR	MAKE	MODEL	SERIAL #	LOCATION	FAA #	ORIGINAL COST	YEAR PURCHASED	FOR OFFICE USE

GROUP (4) MANUFACTURED HOMES & OFFICES							
YEAR	MAKE	WIDTH/LENGTH	TITLE	ID. NUMBER (VIN)	ORIGINAL COST	YEAR PURCHASED	FOR OFFICE USE
		X					
		X					
		X					

SCHEDULE C							PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS THIS SECTION DUE JANUARY 15, SEE INSTRUCTIONS	
NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	LEASE # OR ACCOUNT #	MONTHLY PAYMENT	COST NEW (QUOTED)	START & END LEASE DATES			

SCHEDULE D					ACQUISITIONS AND/OR DISPOSALS	
OF MACHINERY, EQUIPMENT, FURNITURE AND FIXTURES IN THE PRIOR YEAR (ATTACH SCHEDULE IF NECESSARY)						
ACQUISITIONS - ITEMIZE IN DETAIL		100% ORIGINAL COST INSTALLED	DISPOSALS - ITEMIZE IN DETAIL		YEAR ACQUIRED	100% ORIGINAL COST
TOTAL			TOTAL			

Fill in the required information to identify each asset.

## GROUP (1) (2) & (3)

YEAR	MAKE	MODEL	BODY/SIZE	TITLE#	VIN#	SPEC.BODY COST

TYPE	YEAR/MAKE/MODEL	LENGTH/SIZE	NC REGIS#	LOCATION	ENGINE TYPE	ORIGINAL COST	YEAR PURCHASED
BOAT/MOTOR							

YEAR	MAKE	WIDTH/LENGTH	TITLE	VIN#	ORIGINAL COST	YEAR PURCHASED

One thing to remember about vehicular equipment. **DO NOT LIST** vehicles which are **REGISTERED ANNUALLY WITH THE NCDMV**. You are already paying property tax when you renew the yearly registration. The **ONLY REGISTERED VEHICLES** you **SHOULD LIST** are **IRP (International Registration Plate), PERMANENT OR MULTIYEAR VEHICLES, list all unregistered vehicles.**



# PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS

**Lease Agreement**

A lease agreement is a contract between a lessor and a lessee to pay the lessor for the use of property for a term. A lease agreement is a term rental agreement is a contract that identifies the leased asset and the terms under which it is to be used.

**This section of the listing form is used by the tax department to correctly identify and properly list to the Lessor or Owner, any property you are using in connection with your business but is owned by others. Please provide the Name of the Lessor, Description of Property, Lease# or Account#, Monthly Payment.**

# ACQUISITIONS AND/OR DISPOSALS

ACQUISITIONS-ITEMIZE IN DETAIL	100% ORIGINAL COST INSTALLED
Use these columns to describe and list each individual asset from your <b>GROUPS</b>	
Machinery & Equipment, Furniture and Fixtures, Computer Equipment, ect.	
You may attach	
additional documents if needed. <b>Example:</b>	
Zero Turn Lawn Mower	\$8,000
Office Chair	\$75
Laptop	\$600

DISPOSALS-ITEMIZE IN DETAIL	100% ORIGINAL COST INSTALLED
Use these columns to describe and list each individual asset from your <b>GROUPS</b>	
Machinery & Equipment, Furniture and Fixtures, Computer Equipment, ect.	
You may attach	
additional documents if needed. <b>Example:</b>	
Zero Turn Lawn Mower	\$5,000 (2015) YR Acquired

Please be sure to sign and date the listing form, all listings received without a signature will be rejected and returned.

LISTINGS NOT SIGNED CAN NOT BE ACCEPTED AND WILL BE RETURNED.

SIGNATURE

DATE

PREPARER OTHER THAN TAXPAYER

DATE

PRINT OR TYPE NAME

PRINT OR TYPE NAME

TITLE

TELEPHONE NUMBER

ADDRESS

TELEPHONE NUMBER

A large, stylized handwritten signature in black ink, written over the signature line of the form.

# IMPORTANT THINGS TO KNOW:

- Listing deadline **JANUARY 31<sup>ST</sup>**
- Extension Request deadline **JANUARY 31<sup>ST</sup>**.
- ***ALL LATE LISTINGS WILL RECEIVE A 10% LATE LIST PENALTY.***

All listings and extension request will be considered filed as of the date affixed by the **U.S. Postmark ONLY**; if a USPS postmark is not present on the envelope received in our office, the listing or extension will be considered filed as of the date received in our office.

If you have any questions or if I could be of any assistance, please contact me I will be happy to help.

Thank You and I look forward to working with you each year.

Sincerely,  
Emily Lackey

**Phone:** 704-736-8549

**Fax:** 704-748-2220

**Email:** [elackey@lincolncountync.gov](mailto:elackey@lincolncountync.gov)