

INSTRUCTIONS

NAME AND ADDRESS

Make any corrections that are necessary. If you do not have the preprinted label, type or legibly print the name, trade name (if any) and mailing address. All other questions in this section are self explanatory and should be completed. If a question is not applicable, so indicate: "N/A."

FILING STATUS - Check the status that applies to your business.

BUSINESS CATEGORY - Specify the category to which your business belongs.

SCHEDULE A - SUPPLIES AND MATERIALS

The 1987 Legislature eliminated the property tax on manufacturers', retailers', and whole-salers' inventories. Therefore, manufacturers are no longer required to report and list raw materials, goods-in-process, finished products, or products held for sale. Retailers and wholesalers are no longer required to report and list goods held for resale. However, operating supplies, expensed supplies and materials, spare parts, janitorial and cleaning supplies, office supplies, fuels of all kinds, and all other supplies and materials not held for resale, or in a manufacturer's case, supplies that do not become a part of the manufactured product, are still subject to listing for local property-tax purposes.

The following statutory definitions apply:

G.S. 105-273 "(10a) 'Manufacturer' means a taxpayer who is regularly engaged in the mechanical or chemical conversion or transformation of materials or substances into new products for sale or in the growth, breeding, raising, or other production of new products for sale. The term does not include delicatessens, cafes, cafeterias, restaurants, and other similar retailers that are principally engaged in the retail sale of foods prepared by them for consumption on or off their premises. "G.S. 105-273 "(13a) 'Retail Merchant' means a taxpayer who is regularly engaged in the sale of tangible personal property, acquired by a means other than manufacturer, processing, or producing by the merchant, to users or consumers." G.S. 105-273 "(19) 'Wholesale Merchant' means a taxpayer who is regularly engaged in the sale of tangible personal property, acquired by a means other than manufacturer, processing, or producing by the merchant, to other retail or wholesale merchants for resale or to manufacturers for use as ingredient or component parts of articles being manufactured for sale."

SCHEDULE B - MACHINERY & EQUIPMENT FURNITURE & FIXTURES

Personal property in the categories of machinery, equipment, furniture, fixtures, computer equipment including "canned" software (software not custom designed for your system), and leasehold improvements are to be reported in this section. The total cost of each separate category is to be listed by year of acquisition. Fully depreciated items must be included. Companies engaged in the business of leasing, or who own equipment in DUPLIN COUNTY and lease the equipment to someone else, must attach a schedule that includes the following: Identification of equipment, year of manufacture, selling price new, and lessees' complete names and addresses. Property should be reported at 100% acquisition cost including installation, sales tax, and freight. Do not report a reduced basis resulting from a trade-in of used property, or because you have elected an IRS Section 179 deduction on the property. Items that you purchased and expensed in the prior year must be reported in the appropriate space. Property included in this schedule is to be reported as of January 1. Taxpayers with a fiscal year other than December 31 will have to update their records to the January 1 reporting date.

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.

SCHEDULE C VEHICLES

All unregistered vehicles and vehicles with multi-year tags (license tags not required to be renewed each year) titled in your name on January 1 must be reported in this section. Vehicles do not include fork lifts, or commercial/industrial tractors which should be included under Machinery & Equipment on Page 1, Schedule B. The vehicle identification number (VIN) and title number must be included for each vehicle. If a body, such as a dump, or special equipment such as a crane, is mounted on a vehicle, list the body separately showing the total installed cost and the year acquired. If your records do not allow you to do this, you may list the truck and body as one unit but indicate that you have done so. Additional schedules should be attached if necessary.

Note: Effective January 1, 2014, IRP (International Registration Plan) plated vehicles are required to be listed with the local county as part of the business personal property listing form process.

SCHEDULE D - BOATS, MOTORS, AIRCRAFT, & MOBILE HOMES

Boats, boat motors, aircraft, and mobile homes (or offices) owned by you on January 1 must be reported. Boats require complete identification, and location of the marina or storage facility used by the owner. List complete motor information on a separate line. For aircraft show the model year, manufacturer, model, your cost, date of purchase, serial and VIN numbers, and hangar or tie-down location. Mobile homes require year of manufacture, make, model, size, cost, date of purchase, and specific street address where located on January 1.

SCHEDULE E - ACQUISITIONS AND/OR DISPOSALS

All machinery, equipment, furniture, fixtures, etc. acquired since January 1 of the prior year must be itemized showing the total installed cost of each item. In addition, all disposals made since January 1 of the prior year must be itemized in detail and in the appropriate columns. Important: Acquisition year and original cost must be given for disposals. An additional schedule may be attached if necessary.

SCHEDULE F - LEASEHOLD IMPROVEMENTS

Briefly describe any additions or deletions to leasehold improvements. Take care to itemize so that real and personal property can be differentiated. Report the owner of the real property and its location.

SCHEDULE G - LEASED EQUIPMENT

If, on January 1, you had in your possession any personal property owned by others, it must be reported. List owner, proper description, lease information, and selling price new.

SCHEDULE H - LEASED VEHICLES

Report vehicles of all types that were in your possession on January 1. Name of owner, year, make, vehicle identification or serial number, date of lease, special bodies or equipment, and selling price new must be given.

SCHEDULE I - REPORT OF PROPERTY OWNED BY OTHERS

If you are holding personal property of others for storage, rental or other business purposes, the following must be reported: Name and address of owner, property description, quantity, and value of the property. Failure to complete this section makes you liable for all applicable taxes on the property plus a \$250.00 fine. If you have already filed the January 15th report required by G.S. 105-315, so indicate.

Schedule J – INTANGIBLE PERSONAL PROPERTY

If you are a business owner who leases building space from an exempt organization owner, you are required to list the costs associated with income producing assets you utilize within your business. These assets might include items such as display cases, cash registers, cabinets, racks, computers, furniture and other depreciable items. Even though your business is located inside a building space that may be exempt, your business assets are fully taxable unless you also are an exempt organization.

Schedule K – BILBOARD VALUATION

Please see the information and instructions provided at the following link in order to list the costs associated with billboards for property tax reporting purposes to the Duplin County Tax Dept. (www.dor.state.nc.us/publication/billboard/index.html) Please attach Schedule I-1

GENERAL INFORMATION

All sections of this return must be completed per instructions or it will be rejected making it subject to penalty. If a section does not apply, so indicate - DO NOT LEAVE IT BLANK.

ALL LISTINGS ARE SUBJECT TO AUDIT AT ANY TIME. Returns are routinely compared to State tax returns as filed with the North Carolina Department of Revenue. Willful failure to list, or removal or concealment of property to evade taxation is punishable by a fine not to exceed \$500.00 or imprisonment not to exceed six (6) months.

ELECTRONIC FILING

Electronic filing may be available. Please see information on the Duplin County Website (www.duplincountync.com) for information about electronic filing.

EXTENSIONS

For reasons of good cause, extension of time in which to list may be obtained by sending a written request in duplicate to the Tax Department by January 31.

Extensions will not be granted by telephone. The written request must be postmarked by the US Postal Service by January 31 (not a postage meter).

This will only extend the listing period to March 15th. If extension is granted and listing forms are not received by March 15th, the account will be marked as late filing and will be assessed a penalty.

APPLICATION FOR BUSINESS PROPERTY TAX EXEMPTION

Under the provisions of G.S. 105-282.1, every owner of the types of property described below claiming exemption or exclusion from property taxes thereon must demonstrate that it meets the statutory requirements for exemption or classification. Claims for exemption or exclusion must be filed with the assessor of the county in which the property is located during the statutory listing period.

- (1) Imported property held at seaport terminal
- (2) Special nuclear materials
- (3) Property used for pollution abatement
- (4) Property used for recycling or resource recovery
- (5) Property shipped into this State for the purpose of repair, alteration, maintenance or servicing and reshipment to the owner outside this state.

Application for business property tax exemption (Form AV-12) may be obtained by contacting the Tax Department. The Business Personal Property Return and Exemption Applications must be filed on or before January 31.

AFFIRMATION Signature of principal officer or a full-time employee of taxpayer officially empowered by a principal officer is required. Returns that are unsigned or not signed by proper authority will be rejected.

MAILING

Taxpayers should complete and return the original form to:

Duplin County Tax Office
Business Division
Post Office Box 968
Kenansville, NC 28349

***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. If no date is shown on the postmark or if the postmark is not affixed by the U.S. Postal Service (for instance your own postage meter), the listing shall be deemed to be filed when received in the office of the tax assessor. Penalties will be assessed by the county for late listings.**