



# Online Filing for Tangible Personal Property Accounts User Guide

[Note: A Frequently Asked Questions (FAQs) section is located at the end of this guide.]

# Navigate to the Citizen Access Portal

The link to the Montgomery County ASSESSOR OF PROPERTY “Citizen Access Portal” for online Personal Property filing can be found on our website:

<https://mcgtn.org/assessor/tangible-personal-property>

or the Citizen Access Portal can be accessed directly at:

[https://cap.mcgtn.org/CAMA/CAPortal/CZ\\_MainPage.aspx](https://cap.mcgtn.org/CAMA/CAPortal/CZ_MainPage.aspx)

After you have navigated to the Citizen Access Portal, enter your unique Login ID and PIN.

(Note: Your Login ID and PIN can be found at the top right corner of the Tangible Personal Property Schedule that was mailed to you.)

The image displays two screenshots. The top screenshot shows the 'Personal Property Account Login' page with input fields for 'Login Id:' and 'PIN:', and an 'Access' button. The bottom screenshot shows a 'Tangible Personal Property Schedule' document. In the top right corner of this document, the text 'FILE ONLINE @ WWW.MCGTN.ORG/ ASSESSOR' is present. Below this, the 'LOGIN ID: 123456' and 'PIN: 0123456789' are circled in red. The document also includes a barcode and the number 'R1151742'.

SPC INT	DST	MAP
013	12	056A

FILE ONLINE @  
WWW.MCGTN.ORG/  
ASSESSOR

LOGIN ID: 123456  
PIN: 0123456789

R1151742

# Agree to legal terms

Review legal terms, then click “Accept” to continue with online schedule submission.

[LOGOUT](#)

## LEGAL TERMS

In accordance with T.C.A 67-5-903, this schedule must be completed, electronically signed, and filed with the Assessor of Property on or before **MARCH 1**. Failure to do so will result in a forced assessment, and you will be subject to a penalty as provided by state law.

I hereby affirm that, to the best of my knowledge and belief, this listing, including any accompanying statements, schedules and other information, are true and complete. Submissions that are not completely filled out and electronically signed cannot be processed.

☐ Accept

# Part I: Update Account Information

Update any business information, DBA information, or owner information as needed.

## Business Closure:

If your business has closed, please select the business closed checkbox and indicate the date of business closure. (If your business closed after 1/1/2022, then it will remain on the 2022 tax roll.)

## Small Account:

If the total depreciated value of all your business personal property (business assets) is \$1000 or less, please select the small account checkbox.

## No Change:

If there have been no additions or deletions of assets to this account since the previous filing, please select the no change checkbox.

Click the “SAVE CHANGES AND CONTINUE” button when you have completed all account updates.

MONTGOMERY COUNTY, TENNESSEE, CITIZEN ACCESS PORTAL

HELP

UPDATE ACCOUNT

LOGOUT PRINT

Account No	Owner	Business Description	Online Filing Status
		GENERAL CONTRACTOR	NOT COMPLETED

Business Information

Business Name: CLARKSVILLE BUSINESS

Address 1: 1234 WILMA RUDOLPH BLVD

Address 2:

City / State / Zip: CLARKSVILLE TN 37040

Contact Name: JOHN Q PUBLIC

Telephone: (931)123-1234

Established Date:

DBA Information

[Same as Business](#)

DBA: CLARKSVILLE BUSINESS

Address 1: 1234 WILMA RUDOLPH BLVD

Address 2:

City / State / Zip: CLARKSVILLE TN 37040

Email: JQPUBLIC@EMAIL.COM

Owner Information

Owner Name: JOHN Q PUBLIC

Address 1: 12 MAIN ST

Address 2:

City / State / Zip: CLARKSVILLE TN 37043

Business Closure Certification

☐ By checking the box at left, I certify that this business has closed or is no longer operating inside Montgomery County. I understand that stating a business is closed when it is not is considered fraud or fraudulent misrepresentation and is subject to a back assessment up to three years.

Business Closed Date:

Small Account Certification

ALTERNATIVE REPORTING FOR SMALL ACCOUNTS - If you believe the depreciated value of your property is \$1,000 or less you may use the Small Accounts Certification as an alternative to reporting detailed costs on the schedule. With this certification, subject to audit, your assessment per this schedule will be set at \$300.

☐ By checking the box at left, I certify that the total depreciated value of my property (all groups) is \$1,000 or less. I understand this certification is subject to penalties for perjury and I may be subject to statutory penalty and cost if this certification is proven false.

No Change Certification

☐ By checking the box at left, I certify that there have been no additions or deletions of assets to this account since the previous filing. I understand this certification is subject to penalties for perjury and I may be subject to statutory penalty and cost if this certification is proven false.

SAVE CHANGES AND CONTINUE

# Part II-V: Review Schedule

After reviewing and updating business info, the next part of the online filing process will be to review and edit your schedule.

Note that the format of the online schedule is very similar to the paper version that you received in the mail. The schedule is divided into Part II through Part V.

Part II: Group 1-10 items

Part III: Leased items

Part IV: Non-Standard Value items

Part V: Pollution Control items

\* For Part II, click on each group (1-10) header to open that group for editing.

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP				GROUP 4 - AIRCRAFT, BOATS, AND TOWERS				GROUP 6 - BILLBOARDS, TANKS, AND PIPELINES			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2020			0.88	2020			0.92	2020			0.94
2019			0.75	2019			0.85	2019			0.88
2018			0.63	2018			0.77	2018			0.81
2017	\$9,198.00	\$9,198.00	0.50	2017			0.69	2017			0.75
2016	\$1,300.00	\$1,300.00	0.38	2016			0.62	2016			0.69
2015	\$311.00	\$311.00	0.25	2015			0.54	2015			0.63
PRIOR	\$144,321.00	\$144,321.00	0.20	2014			0.46	2014			0.56
TOTAL	\$155,128.00	\$155,128.00		2013			0.38	2013			0.50
GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS				2012			0.31	2012			0.44
YEAR	COST ON FILE	REVISED COST	DEPR	2011			0.23	2011			0.38
2020			0.67	PRIOR			0.20	2010			0.31
2019			0.33	TOTAL	\$0.00	\$0.00		2009			0.25
PRIOR	\$12,638.00	\$12,638.00	0.20	GROUP 5 - MANUFACTURING MACHINERY				PRIOR			0.20
TOTAL	\$12,638.00	\$12,638.00		YEAR	COST ON FILE	REVISED COST	DEPR	TOTAL	\$0.00	\$0.00	
GROUP 3 - MOLDS, DIES, AND JIGS				2020			0.88	GROUP 7 - SCRAP PROPERTY			
YEAR	COST ON FILE	REVISED COST	DEPR	2019			0.75	YEAR	COST ON FILE	REVISED COST	DEPR
2020			0.75	2018			0.63	ALL			0.02
2019			0.50	2017			0.50	GROUP 8 - RAW MATERIALS AND SUPPLIES			
2018			0.25	2016			0.38	YEAR	COST ON FILE	REVISED COST	DEPR
PRIOR			0.20	2015			0.25	ALL	\$275.00	\$275.00	1
TOTAL	\$0.00	\$0.00		PRIOR			0.20	GROUP 9 - VEHICLES			
				TOTAL	\$0.00	\$0.00		YEAR	COST ON FILE	REVISED COST	DEPR
								2020			0.80
								2019			0.60
								2018	\$60,009.00	\$60,009.00	0.40
								PRIOR	\$189,489.00	\$189,489.00	0.20
								TOTAL	\$229,498.00	\$229,498.00	
								GROUP 10 - CONSTRUCTION IN PROCESS			
								YEAR	COST ON FILE	REVISED COST	DEPR
								ALL			0.15

## PART III. LEASED PERSONAL PROPERTY

[EDIT](#)

Report all items leased or rented by you for the conduct of your business as of January 1. If additional space is needed, attach a separate sheet using the same format. Regardless of any contract between the lessor and lessee as to who shall pay the taxes, leased personal property is to be assessed to the lessee.

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
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## PART IV. OWNED PERSONAL PROPERTY -

### NONSTANDARD VALUE

[EDIT](#)

Report property on which you wish to report a value different from standard depreciated cost where such value more closely reflects fair market value. Include evidence to support the request for a non-standard value, such as a recent appraisal or a value from an authoritative price or valuation guide. Such evidence will be considered in any determination of a nonstandard value. If additional space is needed, attach a separate sheet using the same format.

#	Item Description	Year Made	Acquisition Cost	Depr Factor	Value As Of January 1
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## PART V. POLLUTION CONTROL

[EDIT](#)

Report pollution control equipment qualified under T.C.A. 67-5-604 (enclose copy of certificate). Such equipment will be valued at one-half percent of cost.

#	Acquisition Cost	Certificate Year	Certificate Expires
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SAVE CHANGES AND CONTINUE

\* If you have any documents to attach to your schedule, you will have opportunity to upload attachments on the next page. All accounts that are new to the tax roll must attach a detailed asset listing with their initial submission.

# Schedule Part II: Add, Delete, and Edit Items

In Part II of the schedule, each “Group” of asset types must be edited individually.

In Part II, click on each “Group” name/description to open that group for editing.

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP			
YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.88
2017			0.75
2016			0.63
2015			0.50
2014			
2013			
PRIOR			
TOTAL			

GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS			
YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.67
2017			0.33
PRIOR			0.20
TOTAL			

# Schedule Part II: Revise Your Costs

- ▶ **Year:** Year items were purchased.
- ▶ **Cost on File:** Historic cost information for your account. If the cost is zero, there is no historic information for that year.
- ▶ **Revised Cost:** If you have added or deleted any business assets, enter new totals in the “revised costs” section for each purchase year listed.
- ▶ **Depr:** Depreciation will be calculated by the ASSESSOR’S office.

Year	Cost On File	Revised Cost	Depr
2019	\$0	0	0.88
2018	\$0	0	0.75
2017	\$0	0	0.63
2016	\$0	0	0.50
2015	\$500	500	0.38
2014	\$0	0	0.25
PRIOR	\$13,364	13364	0.20
Total Cost: \$13,864			

Update Back Clear

The “Revised Cost” fields for each group will be auto-populated with historic information from your account. If you have added or deleted any business assets since the previous tax year, simply adjust the amounts in the “revised costs” section as needed for each purchase year listed.

Select “Update” when you are done making changes to each particular group.

If you opened an edit screen in error: Select “Back” if you do not need to make changes to a group.

If you have NOT added or deleted any items for a particular group since the previous tax year, then no action is necessary.



# Part III, IV, V: Manually add/delete/edit single items

New items can be added and deleted, or existing items can be edited individually for **Part III, Part IV, and Part V** by clicking on the “EDIT” link next to the heading for each part.

Add/delete/edit items within each part as needed.

Note: Check the box next to the item to be edited or deleted before clicking the Edit or Delete button.

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*Note for Part III Leased Items: If actual cost of leased item is not known, then use the following formula:*

$$\frac{\text{Lease amount per month}}{\text{\# Months of lease duration}} = \text{COST}$$

**PART III. LEASED PERSONAL PROPERTY**
[EDIT](#)

Report all items leased or rented by you for the conduct of your business as of January 1. If additional space is needed, attach a separate sheet using the same format. Regardless of any contract between the lessor and lessee as to who shall pay the taxes, leased personal property is to be assessed to the lessee.

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
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**PART IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE**
[EDIT](#)

Report property on which you wish to report a value different from standard depreciated cost where such value more closely reflects fair market value. Include evidence to support the request for a non-standard value, such as a recent appraisal or a value from an authoritative price or valuation guide. Such evidence will be considered in any determination of a nonstandard value. If additional space is needed, attach a separate sheet using the same format.

#	Item Description	Year Made	Acquisition Cost	Depr Factor	Value As Of January 1
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**PART V. POLLUTION CONTROL**
[EDIT](#)

Report pollution control equipment qualified under I.C.A. 67-5-604 (enclose copy of certificate). Such equipment will be valued at one-half percent of cost.

#	Acquisition Cost	Certificate Year	Certificate Expires
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1 Record Found

Edit

Delete

Sort By:

Year Lease Beg

ASC

<input type="checkbox"/>	#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
<input checked="" type="checkbox"/>	1	09	2015 LEXUS	\$30,000.00	2019	\$0.00			



# Complete Schedule

Once all of your asset totals have been updated as needed, click the “COMPLETE SCHEDULE” button at the top or bottom of the screen, or the “SAVE CHANGES AND CONTINUE” button at the bottom of the screen.

Note that you will have the opportunity to upload attachments on the next screen.

MONTGOMERY COUNTY, TENNESSEE, CITIZEN ACCESS PORTAL

HELP

COMPLETE SCHEDULE

PRINT

BACK

LOGOUT

ITEMS

Account No	Owner	Business Code	Online Filing Status
	JOHN Q PUBLIC	GENERAL CONTRACTOR	NOT COMPLETED

**PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE**

Report all personal property owned by you and used or held for use in your business or profession as of January 1, including items fully depreciated on your accounting records. Do not report inventories of merchandise held for sale or exchange or finished goods in the hands of the manufacturer. Personal property leased or rented and used in your business must be reported in PART III of this schedule and not in this section. Property on which you wish to report a nonstandard value must be reported in PART IV of this schedule and not in this section. Qualified pollution control equipment must be reported in PART V of this schedule. A separate schedule should be filed for each business location.

List the total acquisition cost new for each group below by year the property was new (typically the year made) in the REVISED COST column. For property purchased as used, if the cost new or year the property was new is not known and cannot reasonably be determined, you may report the actual acquisition cost to you for the year you acquired the property. If COST ON FILE is printed on the schedule, you need only report new cost totals in the REVISED COST column resulting from acquisition or disposition of property.

ALTERNATIVE REPORTING FOR SMALL ACCOUNTS: If cumulative the depreciated value of your property is \$1,000 or less, you may use the Small Account

**PART III. LEASED PERSONAL PROPERTY**

EDIT

Report all items leased or rented by you for the conduct of your business as of January 1. If additional space is needed, attach a separate sheet using the same format. Regardless of any contract between the lessor and lessee as to who shall pay the taxes, leased personal property is to be assessed to the lessee.

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
1	09	2015 LEXUS	\$30,000.00	2019	\$0.00			

**PART IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE**

EDIT

Report property on which you wish to report a value different from standard depreciated cost where such value more closely reflects fair market value. Include evidence to support the request for a non-standard value, such as a recent appraisal or a value from an authoritative price or valuation guide. Such evidence will be considered in any determination of a nonstandard value. If additional space is needed, attach a separate sheet using the same format.

#	Item Description	Year Made	Acquisition Cost	Depr Factor	Value As Of January 1
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**PART V. POLLUTION CONTROL**

EDIT

Report pollution control equipment qualified under T.C.A. 67-5-604 (enclose copy of certificate). Such equipment will be valued at one-half percent of cost.

#	Acquisition Cost	Certificate Year	Certificate Expires
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SAVE CHANGES AND CONTINUE

\* If you have any documents to attach to your schedule, you will have opportunity to upload attachments on the next page. All accounts that are new to the tax roll must attach a detailed asset listing with their initial submission.

DEPR

0.94

0.88

0.81

0.75

0.69

0.63

0.56

# Completion Page: Electronic Signature/Contact Information/Print

Complete all mandatory fields.

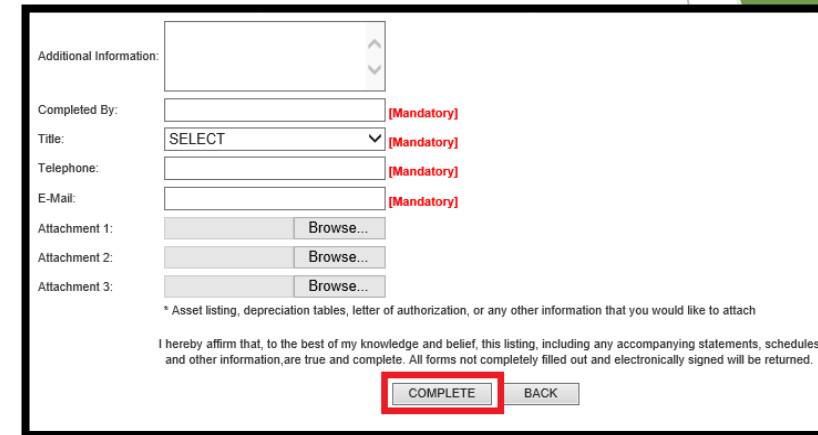
You can upload any documents that are needed to support your schedule, such as: letters of authorization, detailed asset lists, independent appraisals, etc. Choose the browse button and select the files from your computer that you wish to attach. When you are finished entering your information, click the “COMPLETE” button.

An email confirmation will be sent to the email address that you provide on this screen.

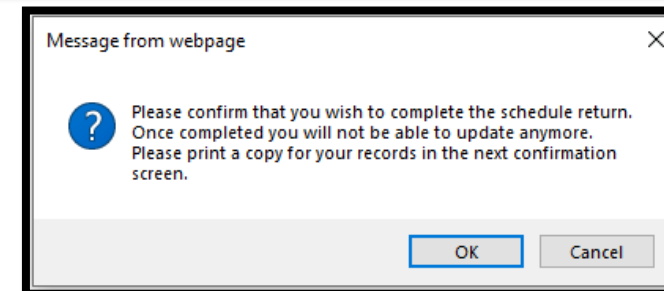
Once completed, a new window will open asking for confirmation, Click “OK” if you are finished with your submission, or click “Cancel” to return to online schedule.

**NOTE: You must turn OFF your pop-up blocker to allow for printing.**

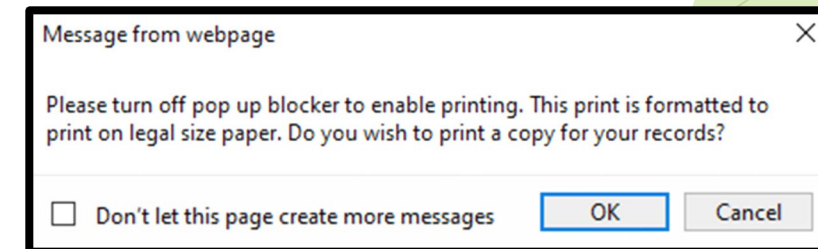
Within print window, select “OK” to print a copy for your records, or select “Cancel” if you do not wish to print a copy.



A screenshot of a web form titled 'Additional Information:'. It contains several input fields: 'Completed By:' (text), 'Title:' (dropdown menu showing 'SELECT'), 'Telephone:' (text), and 'E-Mail:' (text). Each of these four fields has a red '[Mandatory]' label to its right. Below these are three 'Attachment' sections, each with a 'Browse...' button. At the bottom, there is a disclaimer in small text: '\* Asset listing, depreciation tables, letter of authorization, or any other information that you would like to attach. I hereby affirm that, to the best of my knowledge and belief, this listing, including any accompanying statements, schedules and other information, are true and complete. All forms not completely filled out and electronically signed will be returned.' Below the disclaimer are two buttons: 'COMPLETE' (highlighted with a red rectangle) and 'BACK'.



A dialog box titled 'Message from webpage' with a close button (X) in the top right corner. It contains a blue question mark icon and the following text: 'Please confirm that you wish to complete the schedule return. Once completed you will not be able to update anymore. Please print a copy for your records in the next confirmation screen.' At the bottom are two buttons: 'OK' and 'Cancel'.



A dialog box titled 'Message from webpage' with a close button (X) in the top right corner. It contains the text: 'Please turn off pop up blocker to enable printing. This print is formatted to print on legal size paper. Do you wish to print a copy for your records?' Below the text is a checkbox labeled 'Don't let this page create more messages' and two buttons: 'OK' and 'Cancel'.

# Citizen Access Portal FAQs

- ▶ What is the web address for the Citizen Access Portal for online Personal Property filing?
  - ▶ The link to the Montgomery County ASSESSOR OF PROPERTY “Citizen Access Portal” for online Personal Property filing can be found on our website: <https://mcgtn.org/assessor/tangible-personal-property>
  - ▶ or the Citizen Access Portal can be accessed directly at: [https://cap.mcgtn.org/CAMA/CAPortal/CZ\\_MainPage.aspx](https://cap.mcgtn.org/CAMA/CAPortal/CZ_MainPage.aspx)
- ▶ Is online filing mandatory?
  - ▶ No. Personal Property schedules can be submitted to our office via mail, in person at our office, or online.
- ▶ What if I lost my Login ID and/or PIN for my business? Or I didn't receive my Personal Property schedule in the mail?
  - ▶ Personal Property account information is confidential, including login credentials.
  - ▶ Login credentials are unique for each Personal Property account.
  - ▶ If you have misplaced your paper schedule with your login credentials, these are your options:
    - ▶ You can download a blank 2022 Personal Property schedule and blank asset list from our website: <https://mcgtn.org/assessor/tangible-personal-property> and submit via mail or in person.
    - ▶ OR, you can request your login credentials from our office. To request your login credentials, the business owner (or representative) must come into our office with an ID and request login information from one of our staff members. Please note that representatives must present their ID and a signed letter of authorization from the business owner when requesting portal login credentials.
- ▶ Which type of browser can be used with the Citizen Access Portal?
  - ▶ Internet Explorer, Chrome, Firefox, Edge, Safari

# Citizen Access Portal FAQs

- ▶ How can I get help with filling out my Personal Property schedule?
  - ▶ Our staff is available to assist via phone or in office. Public-use computers will also be made available in our office during Personal Property filing season.
- ▶ What if I my business has closed or moved outside Montgomery County limits?
  - ▶ If your business closed during 2022:
    - ▶ Completion and submission of a Personal Property schedule for 2022 is required.
    - ▶ Personal Property taxes cannot be prorated for partial year.
    - ▶ We cannot process account closures with a future date listed.
  - ▶ If your business closed prior to 2022:
    - ▶ On the account update page, simply select the checkbox to indicate that your business is closed, enter date of closure, and submit.
- ▶ What if my business mailing address or business physical address has changed?
  - ▶ On the account update page, change address information as needed, and select “SAVE CHANGES AND CONTINUE”.

# Citizen Access Portal FAQs

- ▶ Do I also need to contact the city regarding my business address change?
  - ▶ For tax roll purposes, any address change processed through the ASSESSOR'S office will update both city and county addresses for tax notices.
- ▶ What if there has been no change to my business assets from the previous year?
  - ▶ If there have been no additions or deletions of assets to this account since the previous filing, simply check the "No Change Certification" box on the account update page.
- ▶ Can I save my progress and complete my submission later?
  - ▶ Your online filing progress is retained at logout.
- ▶ What if my "cost on file" (historic asset information) is listed incorrectly?
  - ▶ Whether you are filing online or via paper schedule: Indicate your correct cost in the "revised cost" column to ensure that your asset costs are correct moving forward.
  - ▶ By state law, the correction of your asset information for previous tax years is limited. Please contact our office and one of our Personal Property clerks will determine the options for your account.
- ▶ How do I determine "total cost", "revised cost", "depreciation", or "group" for my assets?
  - ▶ If you need assistance with these areas, please contact our office and our Personal Property clerks will assist you.

# Citizen Access Portal FAQs

- ▶ What documents should I attach to my online Personal Property submission?
  - ▶ Letter of Authorization (required if someone other than the business owner is completing the online schedule)
  - ▶ Asset list (recommended for the following scenarios):
    - ▶ All new business owners (first-time Personal Property filers).
    - ▶ If you have not submitted an asset list to our office in several years.
    - ▶ If there has been a major change to your business assets since last tax year.
  - ▶ Independent appraisal documents (for items listed as non-standard value).
- ▶ Which file types are acceptable as attachments to my submission?
  - ▶ The following document types are acceptable: doc, pdf, xls, txt
- ▶ What if I need to edit the Personal Property schedule that I submitted via the online portal?
  - ▶ **Online schedule amendments are not available at this time.** If you need to amend your schedule, please use the paper schedule format and return to us via mail, or drop off your amended schedule at our office.