



**MONTGOMERY COUNTY**  
T E N N E S S E E  
ASSESSOR OF PROPERTY

January 1, 2024

Dear Montgomery County Business Owner,

Per State of Tennessee guidelines, all businesses must complete a Tangible Personal Property Schedule annually. Failure to submit the required documents to the Assessor Of Property by March 1, 2024 will result in a forced assessment and penalties as provided by state law (T.C.A. 67-5-903 (c)).

Tangible Personal Property is all the equipment use or held for use in your business. (vehicles, trailers, hand and power tools, machinery, cell phones, computers, furniture, fixtures, supplies, etc.) All assets and equipment must be reported even if leased, fully depreciated or expensed on income taxes.

**PLEASE SELECT ONE OPTION BELOW:**

- I am submitting an asset list or depreciation schedule including all leased, fully depreciated, and expensed equipment used or held for use in my business.
- I have an asset list or depreciation schedule already on file with the Assessor's Office and am only submitting a list of additions and removals made during 2023. (use the reverse side of this form)
- I did not add or remove any equipment during 2023. There are no changes to the asset list or depreciation schedule I have on file with the Assessor's office.
- I certify that the total depreciated value of my tangible personal property is \$ 1,000 or less. Please read and check the SMALL ACCOUNTS CERTIFICATION box on the back of the Schedule Form. (asset list/depreciation schedule not required)
- I have obtained a business license but have not started operation. I request to remain tentative for Tax Year 2024. (You may only request tentative status for one year) Expected start date \_\_\_\_\_
- My business closed during 2023. Closing date was \_\_\_\_\_  
You will need to close your business with the Tennessee Department of Revenue 1-800-342-1003

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Visit the Assessor of Property Website for additional information and instructions for completing these forms: [www.mcgtm.org/assessor/tangible-personal-property](http://www.mcgtm.org/assessor/tangible-personal-property)**

For businesses starting with a number thru letter J:

Contact: Darla Murphy 931-572-1113, ext. 1 Email: [djmurphy@mcgtm.net](mailto:djmurphy@mcgtm.net)

For businesses starting with letters K thru Z:

Contact: Carmen Edwards 931-572-1113, ext. 2 Email: [cmedwards@mcgtm.net](mailto:cmedwards@mcgtm.net)



# MONTGOMERY COUNTY

T E N N E S S E E

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Business name \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Use space below to list assets that were ADDED to your business prior to 1/1/2024

Item type and description	Year purchased	Purchased amount
<b>List all vehicles:</b>		
<b>Cost of one months supplies (as of 1/1/2024):</b>		
<b>Total purchase cost:</b>		

Use space below to list assets that were REMOVED from to your business prior to 1/1/2024

Item type and description	Year purchased	Purchased amount

Signature: \_\_\_\_\_ Date: \_\_\_\_\_