

Erinne J. Hester, CGFM
Assessor of Property



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PLEASE DO NOT DISREGARD

FAILURE TO FILE A PERSONAL PROPERTY SCHEDULE WILL RESULT IN A FORCED ASSESSMENT OF YOUR BUSINESS AS PROVIDED BY T.C.A. 67-5-903 (c)

January 1, 2023

Dear Montgomery County Business Owner,

Per State of Tennessee guidelines, all businesses must submit a Tangible Personal Property Schedule. Failure to submit the required documents by March 1, 2023 will result in a Forced Assessment (T.C.A. 67-5-903 (c)).

You should submit a complete list of all assets and equipment used or held for use in the business, including the purchase date & purchase price, along with your 2023 Tangible Personal Property Schedule. All assets and equipment must be reported, even if leased, fully depreciated and/or expensed on income taxes.

PLEASE SELECT ONE OPTION BELOW:

- I am submitting a depreciation schedule and/or asset list of fully depreciated or expensed items
- I am a small business and do not have a depreciation schedule, however I have attached an asset list or completed the small business items list on the back of this letter, listing all the equipment used to run my business (vehicles, trailers, tools, machinery, cell phones, computers, supplies, etc.)
- I have obtained a business license but have not started operation. I request to remain tentative for Tax Year 2023. (You may only stay in tentative status for one year) Expected Start Date: _____
- My business closed during 2022. Closing date was _____
You will need to close your business with the Tennessee Department of Revenue 1-800-342-1003

PLEASE SELECT IF YOU HAVE A STANDARD OR MINIMAL BUSINESS LICENSE

This is not mandatory to file and is used for in-office purposes only. If unknown, please leave blank

- Standard
- Minimal

Signed by: _____ Title: _____

Business Name: _____ Date: _____

Be sure to sign the back of the schedule and both sides of this form and return by March 1, 2023.

If you have any questions, please contact the Property Assessor's Office:

For businesses starting with a number thru letter J:
Contact Name: Darla Murphy Phone Number: 931-572-1113, ext 1 Email: djmurphy@mcgtn.net

For businesses starting with letters K thru Z:
Contact Name: Carmen Edwards Phone Number: 931-572-1113, ext 2 Email: cm Edwards@mcgtn.net

Visit the Assessor of Property website for additional information:
www.mcgtn.org/assessor/tangible-personal-property

