



MONTGOMERY COUNTY

T E N N E S S E E

ASSESSOR OF PROPERTY

How To: Paper File Your Tangible Personal Property Tax Schedule

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

What is Tangible Personal Property?

- ▶ Tangible Personal Property is equipment owned by you and used (or held for use) in your business as of January 1, including items that are expensed or fully depreciated on your accounting records.
- ▶ Leased or Rented equipment ARE considered personal property.
- ▶ Inventory and merchandise held for sale or finished goods in the hands of the manufacture ARE NOT considered personal property.

How do I report my Tangible Personal Property?

- ▶ The Assessor's Office will mail each business a Tangible Personal Property Schedule every year. If you do not receive one, you may download a copy from our website <https://mcgtn.org/assessor/tangible-personal-property>; or call and request a copy to be emailed to you.
- ▶ These are mailed in January and are due back to the Assessor's Office by March 1 of every year.



On the back, you will need to list any items you lease in Part III.

PART III. LEASED PERSONAL PROPERTY - REPORT ALL ITEMS LEASED OR RENTED BY YOU FOR THE CONDUCT OF YOUR BUSINESS AS OF JANUARY 1, 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. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET USING SAME FORMAT.

GRP	ITEM DESCRIPTION, MAKE, MODEL, AND SERIAL NUMBER	YEAR MADE	ITEM COST	LEASE TERM YEAR LEASE BEGAN	MONTHLY RENT	LESSOR'S LEASE NUMBER	LESSOR'S NAME AND ADDRESS	ASSESSOR'S USE ONLY

PART IV. OWNED ITEMS WITH NONSTANDARD VALUE - 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 AUTHORITY PRICE OR VALUATION GUIDE. SUCH EVIDENCE WILL BE CONSIDERED IN ANY DETERMINATION OF A NON-STANDARD VALUE.

GRP	ITEM DESCRIPTION	YEAR MADE	ACQUISITION COST	DEPR. FACTOR	VALUE AS OF JANUARY 1	ASSESSOR'S USE ONLY	
						DEPR	VALUE
IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET USING THE SAME FORMAT.						TOTAL	

PART V. POLLUTION CONTROL - 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

NOTES:

SMALL ACCOUNTS CERTIFICATION - 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.

By signing below, I certify that the information contained herein, including any accompanying schedules or data, is true, correct, and complete, to the best of my knowledge and belief.

PRINTED NAME JOHN DOE

SIGNATURE JOHN DOE TITLE (OWNER, PARTNER, AGENT, ETC.) OWNER DATE 02/10/2023 REV. 11/22

At the bottom print your name, sign, list your title and date.

On the front of the form select one of the four options, check whether you have a standard or minimal business license (this is not mandatory, leave blank if unknown), sign, list your title, business name and date.

- ▶ If you are conducting business you will pick between the first two options.
- ▶ If you have obtained a business license but have not started operations, you may request to remain tentative this first year. Meaning you will not pay tangible personal property tax this year. You may only request tentative status once. Please list you anticipated start date.
- ▶ If your business closed in 2022 list the closure date, sign and return. This will close your tangible personal property tax account. If you closed PRIOR to 2022 please contact us directly, as there may be additional information you need to provide.

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 and Asset List. Failure to submit the required documents by March 1, 2023, will result in a Forced Assessment (T.C.A. 67-5-903 (c)).

You must submit a completed Asset List of all equipment held for use in the business, to also include the purchase date & purchase price of each asset along with your 2023 Tangible Personal Property Schedule (even if you check the small account box). All assets and equipment must be included on this schedule even if fully depreciated and/or expensed on income taxes.

PLEASE SELECT ONE OPTION BELOW:

- I am submitting a depreciation schedule and asset list of all owned and leased personal property with the 2023 Tangible Personal Property Schedule.
- 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, 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 only 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: cmmedwards@mcgtn.net

Example of an Asset Listing:

Item type and description	Year purchased	Purchased amount
John Deere Zero Turn Mower	2017	10,900
Flatbed Trailer	2017	3,000
Weedeater	2021	499
Blower	2021	279
Chain Saw	2020	499
Hand Tools	2015	200
Rake, Shovel, Pruner	2015	75
Plastic Gas Cans X 3	2020	60
Cell Phone	2020	800
List all vehicles: 2012 Silverado	2018	21,000
Cost of one months supplies (as of 1/1/2023):		65
Total purchase cost:		37,377

- ▶ Once all the items are in the correct group and year, the depreciated value is figured for each item and totaled. The total is your **APPRAISED VALUE**.
- ▶ The appraised value is multiplied by 30% (the assessment level for Tangible Personal Property) to get the **ASSESSED VALUE**.
- ▶ The City of Clarksville & Montgomery County tax rates are applied to the assessed value to calculate the **TAX DUE AMOUNT** of your Tangible Personal Property Tax.

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT, AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP			
YEAR	COST ON FILE	REVISED COST	DEPR
2022			.88
2021			.75
2020		60	.63
2019			.50
2018			.38
2017		13,900	.25
PRIOR		75	.20
TOTAL			

$$60 \times .63 = 38$$

$$13,900 \times .25 = 3,475$$

$$75 \times .20 = 15$$

GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, AND TOOLS			
YEAR	COST ON FILE	REVISED COST	DEPR
2022			.67
2021		778	.33
PRIOR		1,499	.20
TOTAL			

$$778 \times .33 = 257$$

$$1,499 \times .20 = 300$$

GROUP 8 - RAW MATERIALS AND SUPPLIES		
	COST ON FILE	REVISED COST
ALL		65

$$65$$

GROUP 9 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR
2022			.80
2021			.60
2020			.40
PRIOR		21,000	.20
TOTAL			

$$21,000 \times .20 = 4,200$$

$$\text{Appraised value} = \$8,350$$

$$\times$$

$$30\% \text{ Assessment Level}$$

$$\text{Assessed Value} = \$2,505$$

Tax Rates
 Montgomery Co 2.99%
 Clarksville City 1.23%

$$\$2,505 \times .0299 = \$75 \text{ (ROUNDED)}$$

$$\$2,505 \times .0123 = \$31 \text{ (ROUNDED)}$$

Total Taxes Due = \$106
 City and County



What if I do not have any changes?

- ▶ The schedule should be turned in every year to the Assessor's Office. If nothing has changed sign and date the back of the schedule form. Write "NO CHANGES" in top box on the asset list side of the yellow sheet, flip that over and check the box stating that you have submitted the asset list, sign and date both sides and return by 1 March

What if I do not turn in a schedule?

- ▶ If no schedule is turned in, you will be forced assessed. This means, if you have turned in a schedule before, a 25% penalty will be added to last years total. If you are a new account, you will be assessed at the average amount that was reported by similar businesses plus the 25% penalty.

Don't hesitate to contact us if you have questions, we are here to help !



Businesses starting with numbers - letter J

Darla Murphy

- djmurphy@mcgtn.net
- 931-572-1113 ext 1



Businesses starting with letters K-Z

Carmen Edwards

- cmedwards@mcgtn.net
- 931-572-1113 ext 2