



MONTGOMERY COUNTY

T E N N E S S E E

ASSESSOR OF PROPERTY

HOW TO:
**COMPLETE THE ONLINE TANGIBLE PERSONAL
PROPERTY TAX FILING**

Navigate to the Citizen Access Portal

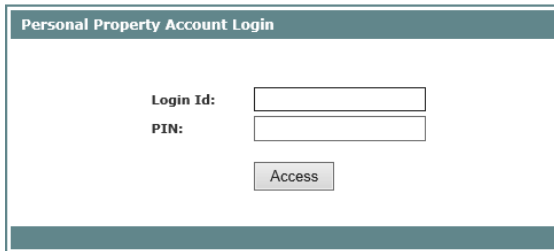
The link to the Montgomery County Assessor of Property "Citizen Access Portal" for online Tangible Personal Property filing can be found on our website: <https://mcgtn.org/assessor/tangible-personal-property>

or

the Citizen Access Portal can be accessed directly at:
https://cap.mcgtn.org/CAMA/CAPortal/CZ_MainPage.aspx

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

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



Personal Property Account Login

Login Id:

PIN:



SPC INT DST MAP
013 12 056A

FILE ONLINE @
WWW.MCGTN.ORG/
ASSESSOR

LOGIN ID: 123456

PIN: 0123456789

MARCH 1)
TANGIBLE PERSONAL PROPERTY

tested, signed on the reverse side, and filed
also will result in a forced assessment, and
the schedule should be filed for each location.

[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

AGREE TO LEGAL TERMS

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

Part I: Update Account Information

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

Business Closure:

If your business closed during 2023, please select the business closed checkbox and provide the closure date. (If your business closed after 1/1/2024 you must complete the 2024 filing and will owe taxes for 2024)

Small Account:

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

No Change:

If there have been no additions or deletions of assets and equipment 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.

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

MONTGOMERY COUNTY, TENNESSEE, CITIZEN ACCESS PORTAL

UPDATE ACCOUNT [LOGOUT](#) [PRINT](#) [HELP](#)

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

Business Information

Business Name:

Address 1:

Address 2:

City / State / Zip:

Contact Name:

Telephone:

Established Date:

DBA Information [Same as Business](#)

DBA:

Address 1:

Address 2:

City / State / Zip:

Email:

Owner Information

Owner Name:

Address 1:

Address 2:

City / State / Zip:

* 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				GROUP 5 - MANUFACTURING MACHINERY				GROUP 7 - SCRAP PROPERTY			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2020			0.67	2020			0.88	2020			0.80
2019			0.33	2019			0.75	2019			0.80
PRIOR	\$12,638.00	\$12,638.00	0.20	2018			0.63	2018	\$80,009.00	\$80,009.00	0.40
TOTAL	\$12,638.00	\$12,638.00		2017			0.50	PRIOR	\$169,489.00	\$169,489.00	0.20

GROUP 3 - MOLDS, DIES, AND JIGS				GROUP 8 - RAW MATERIALS AND SUPPLIES				GROUP 9 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2020			0.75	2020			0.38	2020			0.15
2019			0.50	2019			0.25	2019			0.15
2018			0.25	2018			0.20	2018			0.15
PRIOR			0.20	2017			0.20	2017			0.15
TOTAL	\$0.00	\$0.00		TOTAL	\$0.00	\$0.00		TOTAL	\$275.00	\$275.00	1

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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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

Schedule Part II: Add, Delete, and Edit Items

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			

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

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			0.38
2013			0.25
PRIOR			0.20
TOTAL			

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

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 or equipment, 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	<input type="text" value="0"/>	0.88
2018	\$0	<input type="text" value="0"/>	0.75
2017	\$0	<input type="text" value="0"/>	0.63
2016	\$0	<input type="text" value="0"/>	0.50
2015	\$500	<input type="text" value="500"/>	0.38
2014	\$0	<input type="text" value="0"/>	0.25
PRIOR	\$13,364	<input type="text" value="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 or equipment since the previous tax year, 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.

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

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

1 Record Found

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			

[Edit](#) [Delete](#)

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: 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 you believe 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

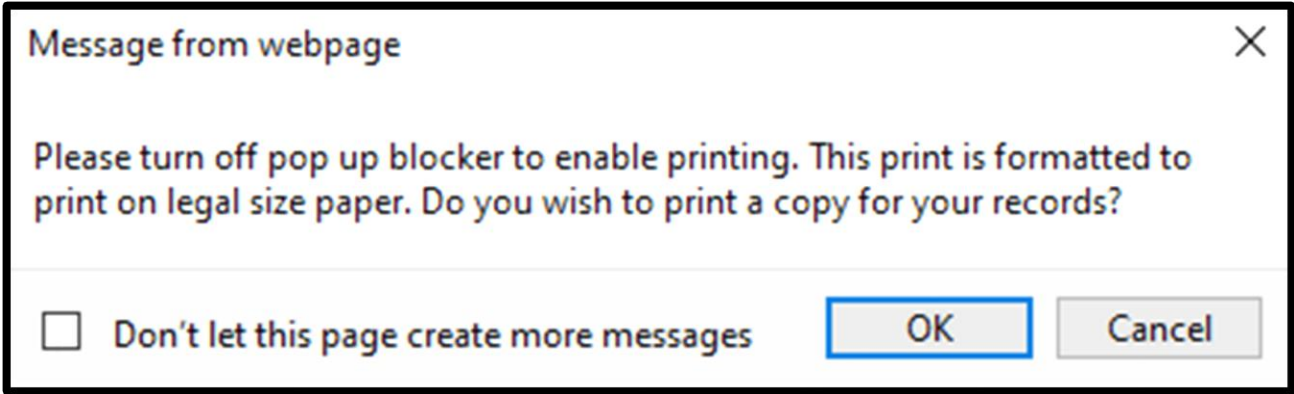
Completion Page: Electronic Signature, Contact Information, Print

Complete all mandatory fields.

1. You can upload any documents that are needed to support your schedule. **An asset listing is required to be uploaded as an attachment.** Other documents that could be uploaded include letters of authorization, 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.
2. An email confirmation will be sent to the email address that you provide on this screen.
3. 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.

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



Additional Information:

Completed By: [Mandatory]

Title: [Mandatory]

Telephone: [Mandatory]

E-Mail: [Mandatory]

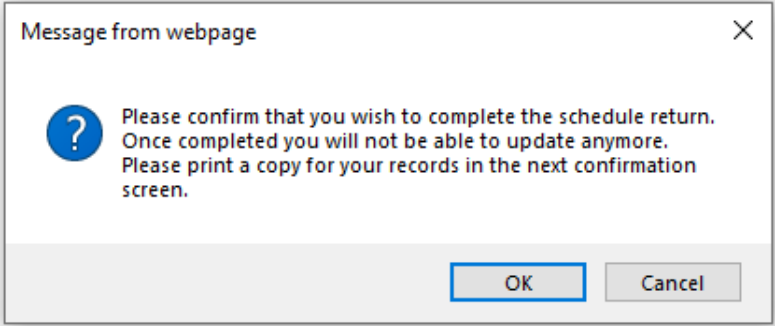
Attachment 1:

Attachment 2:

Attachment 3:

* 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.



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

Is online filing mandatory?

- **No.** Tangible Personal Property Schedules may be submitted to our office via mail, in person, or online. Schedules are NOT accepted via email.

What if I lost my Login ID and/or PIN for my business or I didn't receive my Tangible Personal Property schedule in the mail?

- You may download a blank 2024 Personal Property Schedule and blank Asset List from our website: <https://mcgtn.org/assessor/tangible-personal-property> and submit via mail or in person.
- You may request your login credentials from our office. The business owner (or representative) may call or email the Assessor of Property Office and request login information from one of our Tangible Personal Property Specialists. Please note that representatives must provide a signed letter of authorization from the business owner when requesting login credentials.
- **Businesses beginning with a # – letter J:** Darla Murphy | 931-572-1113 ext. 1 | djmurphy@mcgtn.net
- **Businesses beginning with the letters K-Z:** Carmen Edwards | 931-572-1113 ext. 2 | cm Edwards@mcgtn.net

Citizen Access Portal FAQs



- **How can I get help with filling out my Tangible 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 Tangible Personal Property filing season.
- **What if my business closed or moved outside Montgomery County limits?**
 - If your business closed in 2024
 - Completion and submission of a Tangible Personal Property schedule for TaxYear 2024 is required.
 - Tangible Personal Property taxes cannot be prorated for a partial year.
 - We cannot process account closures with a future date listed.
 - If your business closed in 2023 or prior
 - On the account update page, select the checkbox to indicate that your business is closed, enter date of closure, and submit.
 - If the business closed prior to 2023 please contact us directly, as there may be additional information you need to provide.

Citizen Access Portal FAQs



- **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".
- **Do I also need to contact the City of Clarksville regarding my business address change?**
 - No. 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, check the "No Change Certification" box on the account update page.
- **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 the Assessor's Office and one of our Tangible Personal Property Specialist will determine the options for your account.
- **Which browsers can be used with the Citizen Access Portal?**
 - Internet Explorer, Chrome, Firefox, Edge, Safari
 - If you are having difficulty logging in, try using a different browser or device. Some computers have firewalls that will not allow access to the online portal.

Citizen Access Portal FAQs

Can I save my progress and complete my submission later?

Your online filing progress is retained at logout.

How do I determine “total cost”, “revised cost”, “depreciation”, or “group” for my assets?

If you need assistance with these areas, please contact the Assessor’s Office and our Personal Property Specialists will assist you.

What documents should I attach to my online Tangible Personal Property submission?

Letter of Authorization (required if someone other than the business owner is completing the online schedule)
Asset List
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 information 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 the amended schedule at our office.