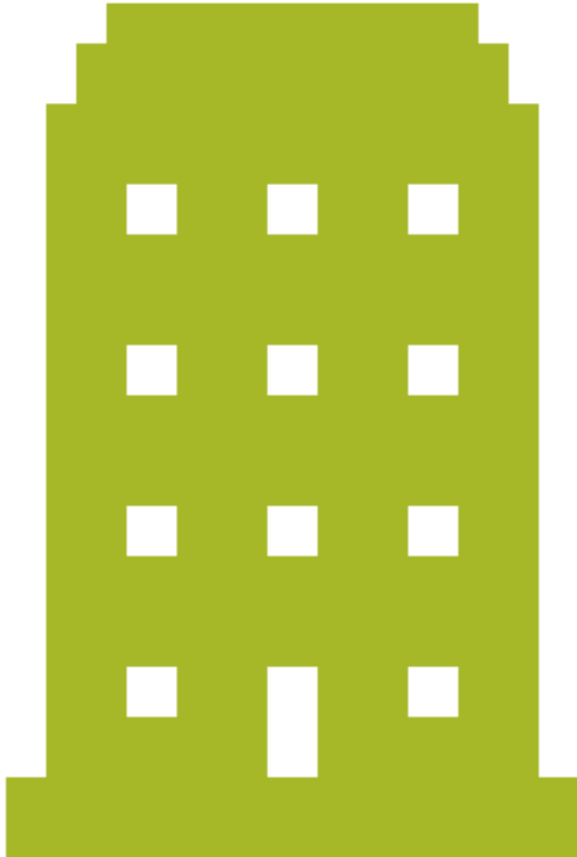




HOW TO: COMPLETE THE PAPER TANGIBLE PERSONAL PROPERTY TAX FILING

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



All businesses that operate in Tennessee are subject to Tangible Personal Property Tax, regardless of revenue.

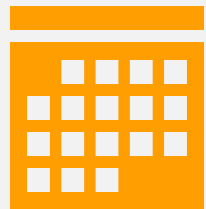
(Tennessee Code Annotated Title 67 - Chapter 5 - Part 9)

What is Tangible Personal Property ?

- Tangible Personal Property is the equipment and assets used (or held for use) in your business as of January 1. This includes, but is not limited to, furniture, fixtures, vehicles, hand and power tools, machinery, computers, cell phones, raw materials, and supplies.
- Items that are expensed or fully depreciated on your accounting records but still in use should be reported.
- Items you lease or rent from another company to use in the business are considered tangible personal property and should be reported.
- Inventory and merchandise held for sale or finished goods in the hands of the manufacturer are not considered tangible personal property and should not be reported.



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>. Not receiving a schedule does not relieve your responsibility of filing.



Tangible Personal Property Schedules are mailed out in January and due back to the Assessor's Office by March 1 every year. Schedules post marked 1 March will be accepted as timely filed. Schedules post marked and/or received after 1 March will be considered late. As a penalty, the total reported value will be increased by 25%

How do I report my Tangible Personal Property?

MONTGOMERY COUNTY, TENNESSEE
TANGIBLE PERSONAL PROPERTY SCHEDULE
FOR REPORTING COMMERCIAL AND INDUSTRIAL PERSONAL PROPERTY
(COMPLETED FORM IS DUE MARCH 1st)

TAX YEAR
2024

CTL MAP	GROUP	PARCEL NO	PROP ID SPC INT	DST	MAP
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BUSINESS NAME **JOHNS MOWING**

MAILING ADDRESS **123 MAIN ST**

CITY, STATE, ZIP **CLARKSVILLE, TN 37040**

In accordance with T.C.A. 87-5-903, this schedule must be completed, signed on the reverse side, 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. A separate schedule should be filed for each location.

PART I. GENERAL DATA (MAKE CHANGES AS NEEDED)

PROPERTY ADDRESS <u>123 MAIN ST</u>	DEA _____
BUSINESS LICENSE # _____	BUSINESS OWNER <u>JOHN DOE</u>
BUSINESS LOCATED Outside city limits <input checked="" type="checkbox"/> Inside city limits <input type="checkbox"/>	CONTACT PERSON _____
City <u>CLARKSVILLE, TN</u>	CONTACT PHONE <u>931-123-4567</u>
BUSINESS TYPE <u>LAWN/LANDSCAPING SMALL</u>	E-MAIL ADDRESS <u>JOHNSMOWING@GMAIL.COM</u>

IF YOU WERE OUT OF BUSINESS IN THIS COUNTY ON JANUARY 1, PLEASE NOTIFY THE ASSESSOR OF PROPERTY OF THE DATE OUT OF BUSINESS IN ORDER TO AVOID A FORCED ASSESSMENT.

PART II. OWNED PERSONAL PROPERTY - 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. A separate schedule should be filed for each business location.

*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.

*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 resulting from acquisition or disposition of property in the **REVISED COST** column. Detailed documentation may be requested by the county for any acquisition/dispositions.

***ALTERNATIVE REPORTING METHOD** - ACCOUNTS 15-17: If you believe the depreciated value of your property is \$1000 or less you may use the Small Accounts Certification (reverse side) as an alternative to reporting detailed costs below. With this certification, subject to audit, your assessment per this schedule will be set at \$200.

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
2023			.88	2023			.92	2023			.94
2022			.75	2022			.85	2022			.88
2021			.63	2021			.77	2021			.81
2020			.50	2020			.69	2020			.75
2019			.38	2019			.62	2019			.69
2018			.25	2018			.54	2018			.63
PRIOR			.20	2017			.46	2017			.56
TOTAL				2016			.38	2016			.50
				2015			.31	2015			.44
				2014			.23	2014			.38
				PRIOR			.20	2013			.31
				TOTAL				2012			.25
								PRIOR			.20

GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, 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
2023			.87	2023			.88	2023			
2022			.33	2022			.75	2022			
PRIOR			.20	2021			.63	2021			.02
TOTAL				2020			.50	2020			
				2019			.38	2019			
				2018			.25	2018			
				PRIOR			.20	2017			
				TOTAL				2016			

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
2023			.75	2023				2023			.80
2022			.50	2022				2022			.60
2021			.25	2021				2021			.40
PRIOR			.20	2020				2020			.20
TOTAL				PRIOR				2019			
				TOTAL				2018			

GROUP 10 - CONSTRUCTION IN PROCESS			
YEAR	COST ON FILE	REVISED COST	DEPR
2023			.15
2022			
2021			
PRIOR			
TOTAL			

LIST LEASED EQUIPMENT/VEHICLES ON BACK IN PART III

RETURN THIS SCHEDULE AND ANY ACCOMPANYING DATA TO:

Montgomery County, Tennessee
Assessor of Property Erinne Hester
350 Pageant Lane Suite 101-C
Clarksville, TN 37040

REV 12/23

SIGN THIS SCHEDULE ON THE REVERSE SIDE

LAST APPRAISAL
LAST ASSESSMENT

1. The business information will be printed on the front of the schedule.
2. If this is your first year in business the boxes at the bottom of the page will be blank. There will be a zero in the total box for each group and the last appraisal/last assessment lines at the bottom right.
3. If you have filed before, the value of the items you previously reported will be in the corresponding year boxes for each group. The appraisal and assessment values from last year will be on the bottom right.

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

PART II. 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  TITLE (OWNER, PARTNER, AGENT, ETC.) OWNER DATE 2/14/2024 PBY: 1023

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

On the front of the yellow form select one of the six options. Write your business name, address, sign, and date.

If you are conducting business pick one of the first four options.

If you have obtained a business license but have not started operations, you may request to remain tentative the first year(meaning you will not pay tangible personal property tax this year) Tentative status may only be requested once. Please list the anticipated start date.

If the business closed in 2023 provide the closure date. This will close the tangible personal property tax account and remove the business from city and county tax rolls. **If the business closed PRIOR to 2023 please contact us directly, as there may be additional information you need to provide.**

MONTGOMERY COUNTY
TENNESSEE
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 1-800-542-1003

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

For businesses starting with a number thru letter Z:
Contact: Darla Murphy 931-572-1113, ext. 1 Email: dmurphy@mcgtm.net

For businesses starting with letters K thru Z:
Contact: Carmen Edwards 931-572-1113, ext. 2 Email: cmsteward@mcgtm.net

150 Pageant Lane, Suite 101-C | Clarksville, TN 37040 | (931) 648-5709 | www.mcgtm.org Rev 10/23

ITEM TYPE AND DESCRIPTION	YEAR PURCHASED	PURCHASED AMOUNT
John Deere Zero Turn Mower	2021	10,900
Flatbed Trailer	2021	3,000
Weedeater	2022	499
Blower	2022	279
Chain Saw	2020	499
Hand Tools	2018	200
Rake, Shovel,Pruner	2018	75
Plastic Gas Cans X 3	2021	45
Cell Phone	2021	1000
LIST ALL VEHICLES		
2015 Silverado	2018	21,000
COST OF ONE MONTHS SUPPLIES AS OF 1/1/2024		65
TOTAL		37,562

SAMPLE ASSET LIST

The Assessor's Office Tangible Personal Property Staff will enter the information from the asset list into the depreciation table, based on the group each item belongs in and purchase year.

ITEM TYPE AND DESCRIPTION		YEAR PURCHASED	PURCHASED AMOUNT
John Deere Zero Turn Mower	(Grp 1)	2021	10,900
Flatbed Trailer	(Grp 1)	2021	3,000
Weed-eater	(Grp 2)	2022	499
Blower	(Grp 2)	2022	279
Chain Saw	(Grp 2)	2020	499
Hand Tools	(Grp 2)	2018	200
Garden Tools (rakes, shovels)	(Grp 2)	2018	75
Plastic Gas Cans X 3	(Grp 1)	2021	45
Cell Phone	(Grp 2)	2021	1000
LIST ALL VEHICLES			
2015 Silverado	(Grp 9)	2018	21,000
COST OF ONE MONTHS SUPPLIES AS OF 1/1/2024			(Grp 8) 65
TOTAL			37,562

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
2023			.88	2022			.85	2022			.88
2022			.75	2021			.77	2021			.81
2021		13,945	.63	2020			.69	2020			.75
2020			.50	2019			.62	2019			.69
2019			.38	2018			.54	2018			.63
2018			.25	2017			.46	2017			.56
PRIOR			.20	2016			.38	2016			.50
TOTAL		13,945		2015			.31	2015			.44
GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, AND TOOLS				2014			.23	2014			.38
YEAR	COST ON FILE	REVISED COST	DEPR	PRIOR			.20	2013			.31
2023			.67	TOTAL				2012			.25
2022		778	.33	GROUP 5 - MANUFACTURING MACHINERY				PRIOR			.20
PRIOR		1,774	.20	YEAR	COST ON FILE	REVISED COST	DEPR	TOTAL			
TOTAL		2,552		2023			.88	GROUP 7 - SCRAP PROPERTY			
GROUP 3 - MOLDS, DIES, AND JIGS				2022			.75	YEAR	COST ON FILE	REVISED COST	DEPR
YEAR	COST ON FILE	REVISED COST	DEPR	2021			.63	ALL			.02
2023			.75	2020			.50	GROUP 8 - RAW MATERIALS AND SUPPLIES			
2022			.50	2019			.38	COST ON FILE REVISED COST			
2021			.25	2018			.25	ALL		65	
PRIOR			.20	PRIOR				GROUP 9 - VEHICLES			
TOTAL				TOTAL				YEAR	COST ON FILE	REVISED COST	DEPR
								2023			.80
								2022			.60
								2021			.40
								PRIOR		21,000	.20
								TOTAL		21,000	
								GROUP 10 - CONSTRUCTION IN PROCESS			
								YEAR	COST ON FILE	REVISED COST	DEPR
								ALL			.15

LIST LEASED EQUIPMENT/VEHICLES ON BACK IN PART III

RETURN THIS SCHEDULE AND ANY ACCOMPANYING DATA TO:

Montgomery County, Tennessee
Assessor of Property Erinne Hester
350 Pageant Lane Suite 101-C
Clarksville, TN 37040

LIST LEASED EQUIPMENT/VEHICLES ON BACK IN PART III

RETURN THIS SCHEDULE AND ANY ACCOMPANYING DATA TO:

Montgomery County, Tennessee
Assessor of Property Erinne Hester
350 Pageant Lane Suite 101-C
Clarksville, TN 37040

REV. 10/23

SIGN THIS SCHEDULE ON THE REVERSE SIDE

LAST APPRAISAL
LAST ASSESSMENT

- ▶ 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 **TANGIBLE PERSONAL PROPERTY TAX DUE**.

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT, AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP			
YEAR	COST ON FILE	REVISED COST	DEPR
2023			.88
2022			.75
2021		13,945	.63
2020			.50
2019			.38
2018			.25
PRIOR			.20
TOTAL		13,945	

GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, AND TOOLS			
YEAR	COST ON FILE	REVISED COST	DEPR
2023			.67
2022		778	.33
PRIOR		1,774	.20
TOTAL		2,552	

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

GROUP 9 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR
2023			.80
2022			.60
2021			.40
PRIOR		21,000	.20
TOTAL		21,000	

$$13,945 \times .63 = \$8,785$$



$$778 \times .33 = \$257$$

$$1,774 \times .20 = \$355$$



$$\$65$$



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

$$\text{Appraised Value} = \$13,662$$

$$\times$$

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

$$\text{Assessed Value} = \$4,099$$

Tax Rates as of 1 July 2023
 Montgomery Co 2.99%
 Clarksville City 1.23%

County Taxes due

$$\$4,099 \times .0299 = \$123 \text{ (ROUNDED)}$$

City Taxes due

$$\$4,099 \times .0123 = \$50 \text{ (ROUNDED)}$$

What if I do not have any changes?

The schedule should be turned in every year to the Assessor's Office to receive the yearly depreciation and avoid a penalty for not filing. If nothing has changed, sign and date the back of the schedule form. Write NO CHANGES in the notes box and check the third box on the yellow form.

PART II - 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 ADDED TO THE ASSET LIST. IF YOU HAVE SPACE, ATTACH A SEPARATE SHEET USING SAME FORMAT.

DATE	YOUR DESCRIPTION, MAKE, MODEL, YEAR, COLOR, VEHICLE IDENTIFICATION NUMBER	LEASE START DATE	LEASE END DATE	LESSOR'S NAME AND ADDRESS	ASSESSOR'S USE ONLY

PART III - DEPRECIATION. REPORT ALL DEPRECIATION EXPENSES FOR YOUR BUSINESS AS OF JANUARY 1, REGARDLESS OF ANY CONTRACT BETWEEN THE LESSOR AND LESSEE AS TO WHO SHALL PAY THE TAXES. DEPRECIATION IS TO BE ADDED TO THE ASSET LIST. IF YOU HAVE SPACE, ATTACH A SEPARATE SHEET USING SAME FORMAT.

DATE	YOUR DESCRIPTION, MAKE, MODEL, YEAR, COLOR, VEHICLE IDENTIFICATION NUMBER	DEPRECIATION METHOD	DEPRECIATION PERIOD	DEPRECIATION AMOUNT	ASSESSOR'S USE ONLY

NO CHANGE

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

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.

What if I provided an asset list last year? Do I need to list all the same items again?

No, look on **last years asset list** and see if you added or got rid of any equipment during 2023.
If you did, list only the additions and removals on **this years asset list**.

ITEM TYPE AND DESCRIPTION	YEAR PURCHASED	PURCHASED AMOUNT
John Deere Zero Turn Mower	2021	10,900
Flatbed Trailer	2021	3,000
Weedeater	2022	499
Blower	2022	279
Chain Saw	2020	499
Hand Tools	2018	200
Rake, Shovel, Pruner	2018	75
Plastic Gas Cans X 3	2021	45
Cell Phone	2021	1000
LIST ALL VEHICLES		
2015 Silverado	2018	21,000
COST OF ONE MONTHS SUPPLIES AS OF 1/1/2024		65
TOTAL		37,562

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
Husqvarna Weedeater	2023	499
Troy Built Tiller	2023	900
Husqvarna Back Pack Blower	2023	350
LIST ALL VEHICLES		
COST OF ONE MONTHS SUPPLIES AS OF 1/1/ 2024		125
TOTAL		1874

USE SPACE BELOW TO LIST ASSETS THAT WERE REMOVED FROM YOUR BUSINESS PRIOR TO 1/1/2024

ITEM TYPE AND DESCRIPTION	YEAR PURCHASED	PURCHASED AMOUNT
Weedeater	2022	499
Blower	2022	279

What if I only have a small amount of equipment?

Some small businesses do not require much equipment. If you feel the total depreciated value of all your equipment is \$1,000 or less check the Small Accounts Certification box on the back of the schedule form and the fourth box on the yellow form.

An asset list is not required, however small accounts are subject to audit.

If the claim for small account certification is proven false you will be subject to back assessment and penalties on the actual value of the business equipment.

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.

GROUP	ITEM DESCRIPTION, MAKE, MODEL, AND SERIAL NUMBER	YEAR	YEARLY 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 NONSTANDARD VALUE, SUCH AS A RECENT APPRAISAL OR A VALUE FROM AN AUTHENTICATED PRICE OR VALUATION GUIDE. SUCH EVIDENCE WILL BE CONSIDERED IN ANY DETERMINATION OF A NONSTANDARD VALUE.

GROUP	ITEM DESCRIPTION	YEAR	ACQUISITION COST	DEPR. FACTOR	VALUE AS OF JANUARY 1	ASSESSOR'S USE ONLY

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.

PRINTED NAME: _____ TITLE (OWNER, PARTNER, AGENT, ETC.): _____ DATE: _____

SIGNATURE: _____

REV. 10/23

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)

☐ **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.

**Don't hesitate to contact us if you have questions.
We are here to help !**



Businesses beginning with: # - letter J

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