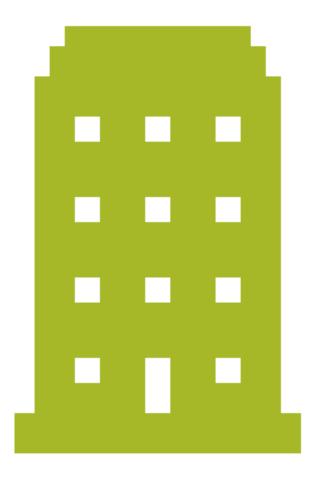


HOW TO: COMPLETE THE PAPER TANGIBLE PERSONAL PROPERTY TAX FILING

[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-personalproperty. 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?

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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.

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.

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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
lanuary	3, 2024 ASSESSOR OF PROPERTY
Dear M	ontgomery County Business Owner,
the req	e of Tennessee guidelines, all businesses must complete a Tangible Personal Property Schedule annually. Failure to subm uired documents to the Assessor Of Property by March 1, 2024 will result in a forced assessment and penalties as provide law (T.C.A. 67-5-903 (c)).
machin	e Personal Property is all the equipment use or held for use in your business. (vehicles, trailers, hand and power tools, ory, cell phones, computers, furniture, fixtures, supplies, etc.) All assets and equipment must be reported even if leased, ated 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 us 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 ha 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 Ecesse 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
Busines	s Name
Address	
Signatu	reDute
Visi	t the Assessor of Property Website for additional information and instructions for completing these
	forms: www.mcgtn.org/assessor/tangible-personal-property
	For businesses starting with a number thru letter 2:
	Contact: Darla Murphy 931-572-1113, ext. 1 Email: dimurchy@mcgtn.net
	For businesses starting with letters K thru 2:

Montgo	OMERY COUNT	Y
<u>T</u>	ENNESSEE	-
SCCA	ESSOR OF PROPERTY	
ess name		
al Address:		
ng Address:		
Use space below to list assets that		ss prior to 1/1/2024
Item type and description	Year purchased	Purchased amoun
List all vehicles:		
Cost of one mo	onths supplies (as of 1/1/2024	١.
cost of one life	Total purchase cost	
Use space below to list assets that we		
Item type and description	Year purchased	Purchased amoun
ture:	Date	
	Jate.	

The back of the yellow form is very important!

Please complete the top section every year to ensure we have your current physical and mailing address, email, and phone number. Keep a copy of this asset list to refer to next year.

- If this is your first year in business please provide an asset list of all equipment used in the business, year purchased and purchase amount. If you do not know the exact year or exact purchase amount, estimate as closely as possible.
- You must report ALL ITEMS being used in the business, whether you purchased the item for the business, are using something you already owned, borrowed, made or was given to you. Report any leased items. Items that are fully depreciated on your accounting records for income tax purposes but are still being used in the business must be reported.
- Vehicles must be reported if more than 50% of their use is for business purposes, even if it is your personal vehicle in your name. If you claim the vehicle as an expense on the business's income tax, or if it is titled in the business name, or has commercial license plates it must be reported.
- Finally report an average of one months supplies. These are expendable items you buy on a regular basis to support the business activity (office or cleaning supplies, stocks of spare parts etc.)

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 SUF	PPLIES 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 DESCRIP	TION	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 MONTH	IS SUPPLIES	AS OF 1/1/2024	(Grp 8) 65
		TOTAL	37,562

	ANOTHER GR	OUP		YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
YEAR CO	OST ON FILE	REVISED COST	DEPR	2023			.92	2023			.94
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
	- COMPUTERS			2014			.23	2014			.38
	CALS, AND TOO DST ON FILE	REVISED COST	DEDD	PRIOR			.20	2013			.31
2023	JST ON FILE	REVISED COST	.67	TOTAL				2012			.25
2023		778	.33	GROUP	5 - MANUFACTU	RING MACHINERY		PRIOR			.20
PRIOR		1.774	.20	YEAR	COST ON FILE	REVISED COST	DEPR	TOTAL			
TOTAL		2.552	.20	2023	OCCI CITTLE	I CONSTRUCTION	.88	GROUP	7 - SCRAP PROP	ERTY	
	- MOLDS, DIES	-10-0-		2022			.75	YEAR	COST ON FILE	REVISED COST	DEPF
	OST ON FILE	REVISED COST	DEPR	2021			.63	ALL			.02
2023		1271022 0001	.75	2020			.50	GROUP	8 - RAW MATERIA	ALS AND SUPPLIE	S
2022			.50	2019			.38		COST	ON FILE REVISED	cos
2021			.25	2018			.25	ALL		65	
PRIOR			.20	PRIOR			.20	GROUP	9 - VEHICLES		
TOTAL				TOTAL				YEAR	COST ON FILE	REVISED COST	DEPR
								2023			.80
IST LEA	ASED EQUIP	MENT/VEHICL	ES O	N BACK	IN PART III			2022			.60
RETUR	N THIS SO	HEDULE AL	ND A	NY AC	COMPANY	NG DATA TO):	2021			.40
		TIEDOLL A	10 /	11 70	OOMII AITTI	NO DAIA I		PRIOR		21,000	.20
		nty, Tenness						TOTAL		21,000	
Assess		erty Erinne F Suite 101-C		r					10 - CONSTRUCT	TION IN PROCESS REVISED COST	

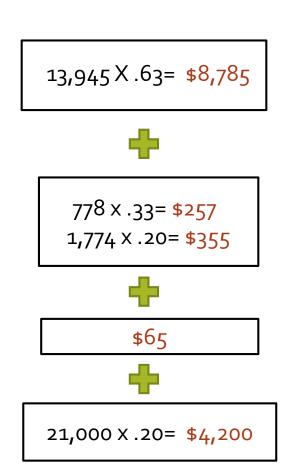
- Once all the items are in the correct group and year, the depreciated value is figured for each item and totaled. The total is your **APPRAISED VALUE**.
- The appraised value is multiplied by 30% (the assessment level for Tangible Personal Property) to get the **ASSESSED VALUE**.
- The City of Clarksville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

EQUIPM	1 - FURNITURE, ENT, AND ALL O' IN ANOTHER GRO	THER PROPERTY					
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				

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 I	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					



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

\$4,099 X .0123= \$ 50 (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.

ASSESS AS TO WHICH SHALL PAY THE DOORS, LEASED PROPERTY IS TO BE ASSESSED TO THE LEASE F. ACCEPTANA, SHACE BY MEDICE AS "HADH A DEPARTY IS HERE! ESTAD SHAME FORMAT".	
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	PLEASE SELECT ONE OPTION BELOW:
	I am submitting an asset list or depreciation schedule including all leased, fully depreciated, and expensed equipment use or held for use in my business.
AM in contact risks better books accentionable langual a formation in contact in the property on probable or standard and a contact in the property of the pro	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)
CHANGE	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.
SMALL ACCOUNTS CERTIFICATION — By shading the bins of bild, I certify that the bild depreciated value of very property (all groups) in \$1,000 or bin. I condensated this certify that the bild depreciated value of the property (all groups) in \$1,000 or bin. I condensated this certify and the observation of the property (all groups) and (all group	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

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 SUPPLI	ES 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	OE 1/1/2024	125
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.

ake.	WOOSE, AND SERVICE, NUMBER	YEAR MACK	True coay	YEAR LEASE BEGAN	MONTHLY MINT	LESSON'S LEASE NUMBER	LESSON'S NAME AND ADDRESS	ASSESSION'S USE CMLY
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MARY MOUNT M	TAY, OWNED ITEMS WITH NOMES INSUIT FROM STANDARD OWNED DOS IN \$1000 TO \$1,000 FT THE FE ARE AUTHORITATION FROM ON VA	MANDARD VA INTED COST ISOLEST FO UNTON OLD	LUE - REPORT TRACING SUCH R KICHSTANDA DE SUCHEVIDEN	PROPERTY ON WHICH YOU Y VALUE SICHE CLOSELY PEFU RO VALUE SUCH AS A RECENT CE STAL SE CONSIDERED IN A	MSH TO REPORT A VALLE DOTS FAR MARKET VALLE TAPPRAGAL OR A VALUE NY DETERMINATOR OF A	PART V. POLLUTION CON- equipment qualified under T.C CERTIFICATE, Such equipm- perger of cost.	TROL - Report pollution control A 67-5-604 (ENCLOSE COPY OF ent will be valued at one-half	NOTES:
-	ITEM DESIGNATION MADE	ACO.BI		MALUE AB OF A	SSESSOR & USC CALLY		CATE YEAR CERTIFICATE EXPINES	
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	certification is subject to			d I may be subject to sta	tutory penalty and co	d if this certification is proven fa	operty (all groups) is \$1,000 or less.	I understand this
	certification is subject to			d I may be subject to sta		d if this certification is proven fa		understand this
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O	ecrification is subject to EED NAME KYURE ONE OPTION BE	LOW:	or depre	TITLE (OWNER, PARTNER, AC	et if this certification is proven for	DATE	enderstand this
O	CONTINUE CONT	LOW:	or depre	TITLE (OWNER, PARTNER, AC	et if this certification is proven for	DATE	A64-1603
O ub	ONE OPTION BE omitting an asse for use in my bu	LOW:	or depress.	TITLE (OWNER, PARTNER, AC	er if this certification is preven for	DATE	pensed equipment used
o ub d f	ONE OPTION BE omitting an asset list or de	LOW:	or depress.	true (dule includin	is if this certification is preven for	depreciated, and ex	pensed equipment used
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o ub d f an ns ot wi	DNE OPTION BE omitting an asset for use in my but asset list or desand removals add or remove ith the Assessor	LOW: et list usines preciamade any e	or depress. ation scienting quipmentice.	eciation schedule alread 2023. (use the during 202	dule including on file with the reverse side. There are gible person	ing all leased, fully on the Assessor's Office of this form) e no changes to the all property is \$ 1,000 and property is \$ 1,0	depreciated, and ex ffice and am only su ne asset list or depre	pensed equipment used ubmitting a list of eciation schedule I have

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.

PLEASE S

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



Businesses beginning with: # - letter J

Darla Murphy

djmurphy@mcgtn.net

931-572-1113 ext. 1

Businesses beginning with letters K - Z

Carmen Edwards

cmedwards@mcgtn.net

931-572-1113 ext. 2