



# Online Filing for Tangible Personal Property Accounts User Guide


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

# Navigate to the Citizen Access Portal

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>

Enter your unique Login ID and PIN

(Note: 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

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

R115174Z

# Agree to legal terms

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

[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

# Part I: Update Account Information

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

If your business has closed, please select the “Business Closed” checkbox and indicate the date of business closure.

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

Click the “UPDATE” button to save all changes. Click the “NEXT” button to continue.

Business Information	DBA Information
Business Name: <input type="text" value="CLARKSVILLE BUSINESS"/>	DBA: <input type="text" value="CLARKSVILLE BUSINESS"/> <a href="#">Same as Business</a>
Address 1: <input type="text" value="2801 WILMA RUDOLPH BLVD"/>	Address 1: <input type="text" value="2801 WILMA RUDOLPH BLVD"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City / State / Zip: <input type="text" value="CLARKSVILLE"/> <input type="text" value="TN"/> <input type="text" value="37040"/>	City / State / Zip: <input type="text" value="CLARKSVILLE"/> <input type="text" value="TN"/> <input type="text" value="37040"/>
Contact Name: <input type="text" value="JOHN Q PUBLIC"/>	Email: <input type="text"/>
Telephone: <input type="text" value="(931)123-4567"/>	
General Information	Owner Information
Established Date: <input type="text"/>	Owner Name: <input type="text" value="JOHN Q PUBLIC"/>
Business Closed/ Reference Date: <input type="checkbox"/> <input type="text"/> <input type="text"/>	Address 1: <input type="text" value="2801 WILMA RUDOLPH BLVD"/>
<input type="checkbox"/> 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.	Address 2: <input type="text"/>
	City / State / Zip: <input type="text" value="CLARKSVILLE"/> <input type="text" value="TN"/> <input type="text" value="37040"/>
<input type="button" value="UPDATE"/> <input type="button" value="NEXT"/>	

# 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 - Part V.

Part II: Group 1-10 items

Part III: Leased items

Part IV: Non-Standard Value items

Part V: Pollution Control items

**PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE** [EXPORT](#)  [IMPORT](#)  
 \* Use Export and Import to upload the schedule

<a href="#">GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP</a>				<a href="#">GROUP 4 - AIRCRAFT, TOWERS, AND BOATS</a>				<a href="#">GROUP 6 - BILLBOARDS, TANKS, AND PIPELINES</a>			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.88	2018			0.92	2018			0.94
2017			0.75	2017			0.85	2017			0.88
2016				2016			0.77	2016			0.81
2015			0.63	2015			0.69	2015			0.75
2014			0.50	2014			0.62	2014			0.69
2013			0.38	2013			0.54	2013			0.63
2012			0.25	2012			0.46	2012			0.56
PRIOR	\$11,400.00	\$11,400.00	0.20	2011			0.38	2011			0.50
TOTAL	\$11,400.00	\$11,400.00		2010			0.31	2010			0.44
<a href="#">GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS</a>				<a href="#">GROUP 5 - MANUFACTURING MACHINERY</a>				<a href="#">GROUP 7 - SCRAP PROPERTY</a>			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.67	2018			0.88	2018			0.02
2017			0.33	2017			0.75	2017			
PRIOR			0.20	2016			0.63	2016			
TOTAL	\$0.00	\$0.00		2015			0.50	2015			
<a href="#">GROUP 3 - MOLDS, DIES, AND JIGS</a>				<a href="#">GROUP 8 - RAW MATERIALS AND SUPPLIES</a>				<a href="#">GROUP 9 - VEHICLES</a>			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.75	2018			0.88	2018			0.80
2017			0.50	2017			0.75	2017			0.80
2016			0.25	2016			0.63	2016			0.40
PRIOR			0.20	2015			0.50	PRIOR			0.20
TOTAL	\$0.00	\$0.00		2014			0.38	TOTAL	\$0.00	\$0.00	
<a href="#">GROUP 10 - CONSTRUCTION IN PROCESS</a>											
YEAR	COST ON FILE	REVISED COST	DEPR								
ALL			0.15								

**PART III. LEASED PERSONAL PROPERTY** [EDIT](#) [EXPORT](#)  [IMPORT](#)  
 \* Use Export and Import to upload the schedule

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address

**PART IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE** [EDIT](#) [EXPORT](#)  [IMPORT](#)  
 \* Use Export and Import to upload the schedule

#	Item Description	Year Made	Original Cost	Depr Factor	Value As Of January 1

**PART V. POLLUTION CONTROL** [EDIT](#) [EXPORT](#)  [IMPORT](#)  
 \* Use Export and Import to upload the schedule

#	Cost	Certificate Year	Certificate Expires

# Schedule Part II-V: Information

Clicking on each one of the Part II-V titles will reveal detailed information for each section. The same information can be found on the paper schedule that was mailed to you.

[PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE](#) [EXPORT](#)  [IMPORT](#)

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 should be reported in PART V of this schedule. A separate schedule should be filed for each business location. List the total original cost to you for each group below by year acquired in the REVISED COST column. If COST ON FILE is on the schedule, you need only report new cost totals resulting from acquisition or disposition of property in the REVISED COST column.

**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 below. With this certification, subject to audit, your assessment per this schedule will be set at \$300.

<a href="#">GROUP 1- FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP</a>				<a href="#">GROUP 4- AIRCRAFT, TOWERS, AND BOATS</a>				<a href="#">GROUP 5- BILLBOARDS, TANKS, AND PIPELINES</a>			
YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR	YEAR	COST ON FILE	REVISED COST	DEPR
				2018			0.92	2018			0.94

[PART III. LEASED PERSONAL PROPERTY](#) [EXPORT](#)  [IMPORT](#)

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.

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
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# Schedule Part II: Add, Delete, and Edit Items

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

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

<u>GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP</u>			
YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.88
2017			0.75
2016			0.63
2015			0.50
2014			
2013			
PRIOR			
TOTAL			

<u>GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS</u>			
YEAR	COST ON FILE	REVISED COST	DEPR
2018			0.67
2017			0.33
PRIOR			0.20
TOTAL			

# Schedule Part II: Revise Your Costs

- ▶ **Year:** Year items were purchased.
- ▶ **Cost on File:** Historic cost information for your account. If cost is zero, there is no historic information for that year.
- ▶ **Revised Cost:** If you have added or deleted any business assets, 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

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 since the previous tax year, simply 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 have NOT added or deleted any items for a particular group since the previous tax year, then no action is necessary.

Select “Back” if you do not need to make changes to a group.



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

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

Note: Check the box next to the item to be edited or deleted before clicking the Edit or Delete button.

The screenshot shows three sections of the software interface:

- PART III. LEASED PERSONAL PROPERTY**: Includes an **EDIT** link (highlighted in red), an **EXPORT** button, a **Browse...** button, and an **IMPORT** button. Below the heading is a table with columns: #, Group, Item Description, Item Cost, Year Lease Began, Monthly Rent, Lease Type, Lessor's Lease Number, and Lessor Name & Address.
- PART IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE**: Includes an **EDIT** link (highlighted in red), an **EXPORT** button, a **Browse...** button, and an **IMPORT** button. Below the heading is a table with columns: #, Item Description, Year Made, Original Cost, Depr Factor, and Value As Of January 1.
- PART V. POLLUTION CONTROL**: Includes an **EDIT** link (highlighted in red), an **EXPORT** button, a **Browse...** button, and an **IMPORT** button. Below the heading is a table with columns: #, Cost, Certificate Year, and Certificate Expires.

The screenshot shows a table with one record found. The table has columns: #, Group, Item Description, Item Cost, Year Lease Began, Monthly Rent, Lease Type, Lessor's Lease Number, and Lessor Name & Address. The first row is highlighted in orange and contains the following data: # 1, Group 09, Item Description 2015 LEXUS, Item Cost \$30,000.00, Year Lease Began 2018, Monthly Rent \$400.00, Lease Type OPERATING, Lessor's Lease Number A123. The 'Edit' and 'Delete' buttons are highlighted with a red box.

# Parts II-V: Import and Export Multiple Items with Excel

Instead of revising each part of the schedule using the online screens, you can export the existing files from the online schedule to your computer, edit files offline, then import your changes back to the online schedule.

First, click on “EXPORT” to export the existing Excel file from the online schedule to get an item list with the correct format needed for importing your revised list back to the online schedule.

Second, revise the existing items if any exist or add new items to the formatted Excel file, then save it to your computer.

Third, click on the “Browse” button, locate the revised file on your computer, then click the “IMPORT” button to import your revised list back to the online schedule.



Part IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE

EDIT

**EXPORT**

Browse...

IMPORT

DESCRIPTI	YEAR MADE	COST	DEPR FACTOR	VALUE AS OF JANUARY 1
test	2018	20000	0.92	18000
test 2	2019	50000	0.88	45000



Part IV. OWNED PERSONAL PROPERTY - NONSTANDARD VALUE

EDIT

EXPORT

C:\Users\jamaal\Desktop\ Browse...

IMPORT

# Complete Schedule

Once all of your asset totals have been updated as needed, click the “COMPLETE SCHEDULE” button at either the top or bottom of the screen.

The screenshot displays a tax software interface with the following sections:

- Account Information:** Account No, Owner, Business Co, Status.
- Navigation:** COMPLETE SCHEDULE (highlighted in red), PRINT, BACK, LOGOUT.
- PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE:** Includes EXPORT, Browse..., and IMPORT buttons. A note states: "\* Use Export and Import to upload the schedule".
- Asset Groups (1-10):** Each group has a table with columns: YEAR, COST ON FILE, REVISED COST, DEPR. All totals are \$0.00.
- GROUP 1:** FURNITURE, FIXTURES, GENERAL EQUIPMENT AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP.
- GROUP 2:** COMPUTERS, COPIERS, PERIPHERALS, FAX MACHINES AND TOOLS.
- GROUP 3:** MOLDS, DIES, AND JIGS.
- GROUP 4:** AIRCRAFT, TOWERS, AND BOATS.
- GROUP 5:** MANUFACTURING MACHINERY.
- GROUP 6:** BILLBOARDS, TANKS, AND PIPELINES.
- GROUP 7:** SCRAP PROPERTY.
- GROUP 8:** RAW MATERIALS AND SUPPLIES.
- GROUP 9:** VEHICLES.
- GROUP 10:** CONSTRUCTION IN PROCESS.
- PART III. LEASED PERSONAL PROPERTY:** Includes EDIT, EXPORT, Browse..., and IMPORT buttons. A note states: "\* Use Export and Import to upload the schedule".
- Lease Table:**

#	Group	Item Description	Item Cost	Year Lease Began	Monthly Rent	Lease Type	Lessor's Lease Number	Lessor Name & Address
1	09	2015 ROLLS ROYCE	\$80,000.00	2018	\$1,500.00	OPERATING	123456	JIM'S CAR LEASE, INC. 123 MAIN ST NASHVILLE TN 37203
- PART IV. OWNED PERSONAL PROPERTY - NON STANDARD VALUE:** Includes EDIT, EXPORT, Browse..., and IMPORT buttons. A note states: "\* Use Export and Import to upload the schedule".
- Table:**

#	Item Description	Year Made	Original Cost	Depr Factor	Value As Of January 1
---	------------------	-----------	---------------	-------------	-----------------------
- PART V. POLLUTION CONTROL:** Includes EDIT, EXPORT, Browse..., and IMPORT buttons. A note states: "\* Use Export and Import to upload the schedule".
- Table:**

#	Cost	Certificate Year	Certificate Expires
---	------	------------------	---------------------
- Bottom Navigation:** COMPLETE SCHEDULE (highlighted in red).

# Completion Page: Electronic Signature/Contact Information/Print

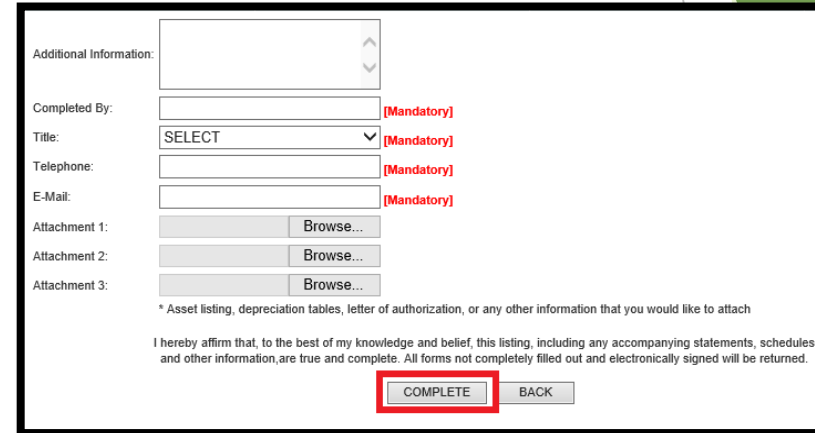
Complete all mandatory fields.

You can upload any documents that are needed to support your schedule, such as: letters of authorization, detailed asset lists, 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.

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.**

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]

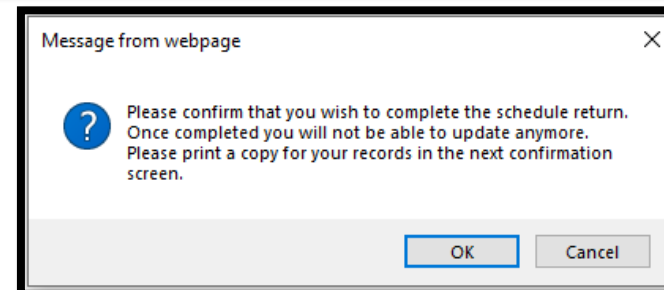
Attachment 1:

Attachment 2:

Attachment 3:

\* Asset listing, depreciation tables, letter of authorization, or any other information that you would like to attach

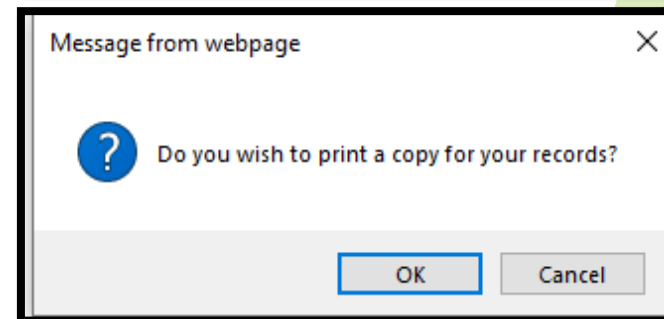
I hereby affirm that, to the best of my knowledge and belief, this listing, including any accompanying statements, schedules and other information, are true and complete. All forms not completely filled out and electronically signed will be returned.



Message from webpage

?

Please confirm that you wish to complete the schedule return. Once completed you will not be able to update anymore. Please print a copy for your records in the next confirmation screen.



Message from webpage

?

Do you wish to print a copy for your records?

# 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>.
- ▶ Is online filing mandatory?
  - ▶ No. Personal Property schedules can be submitted to our office via mail, in person at our office, or online.
- ▶ What if I lost my Login ID and/or PIN for my business? Or I didn't receive my Personal Property schedule in the mail?
  - ▶ Personal Property account information is confidential, to include login credentials.
  - ▶ Login credentials are unique for each Personal Property account.
  - ▶ If you have misplaced your paper schedule with your login credentials, these are your options:
    - ▶ You can download a blank 2020 Personal Property schedule and blank asset list from our website: <https://mcgtn.org/assessor/tangible-personal-property> and submit via mail or in person.
    - ▶ OR, you can request your login credentials from our office. To request your login credentials, the business owner (or representative) must come in to our office with ID and request login information from one of our staff members. Please note that representatives must present their ID and a signed letter of authorization from the business owner when requesting portal login credentials.
- ▶ Which type of browser can be used with the Citizen Access Portal?
  - ▶ IE, Chrome, Firefox, Edge

# Citizen Access Portal FAQs

- ▶ How can I get help with filling out my 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 Personal Property filing season.
- ▶ What if I closed my business?
  - ▶ If your business closed during 2020:
    - ▶ Completion and submission of a Personal Property schedule for 2020 is required.
    - ▶ Personal Property taxes cannot be prorated for partial year.
    - ▶ We cannot process account closures with a future date listed.
  - ▶ If your business closed prior to 2020:
    - ▶ If you are filing online: On the account information page, simply select the checkbox to indicate that your business is closed, enter date of closure, and submit.
    - ▶ If you are filing a paper schedule: Sign/date the schedule and note that business is closed and supply the closure date in the “notes” section. Also, select the business closed checkbox on the yellow asset list form that was included in your mailing, enter the date of closure, and sign/date. Submit both the schedule and asset list via mail or in person at our office.
- ▶ What if my business mailing address or business physical address has changed?
  - ▶ If you are filing online: On the account information page, change address information as needed, and select “update”.
  - ▶ If you are filing a paper schedule: Cross through old information on the schedule, and write in new information.

# Citizen Access Portal FAQs

- ▶ Do I also need to contact the city regarding my business address change?
  - ▶ For tax roll purposes, any address change processed through the Assessor's office will update both city and county address for tax notices.
- ▶ What if there has been no change to my business assets from the previous year?
  - ▶ Review your business information and each section of the schedule to ensure that auto-populated information is correct. If all information is correct, and you have no revisions, you can simply complete and submit the online schedule.
- ▶ Can I save my progress and complete my submission later?
  - ▶ Your online filing progress is retained at logout.
- ▶ 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, correction of your asset information for previous tax years is limited. Please contact our office and one of our Personal Property clerks will determine the options for your account.
- ▶ How do I determine "total cost", "revised cost", "depreciation", or "group" for my assets?
  - ▶ If you need assistance with these areas, please contact our office and our Personal Property clerks will assist you.

# Citizen Access Portal FAQs

- ▶ What if I need assistance with “export/import” process for online filing?
  - ▶ If you need assistance with this function, please contact our office and our Personal Property clerks will assist you.
- ▶ What documents should I attach to my online Personal Property submission?
  - ▶ Letter of Authorization (required if someone other than business owner is completing online schedule)
  - ▶ Asset list (recommended for the following scenarios):
    - ▶ All new business owners (first time Personal Property filers).
    - ▶ If you have not submitted an asset list to our office in several years.
    - ▶ If there has been a major change to your business assets since last tax year.
  - ▶ 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 Personal Property schedule 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 your amended schedule at our office.