



*Please do not disregard. Failure to file a personal property schedule will result in a forced assessment to your business as provided by TCA § 67-5-903 (C).*

January 1, 2022

Dear Montgomery County Business Owner,

Per Tennessee Guidelines, your business should submit an asset listing and personal property schedule to include all equipment used (or held for use) for business purposes. **If the asset information is already on file with this office, then you only need to provide us with information for any additions or deletions (please include a brief description, the year, and the purchase price of the equipment).** If any questions should arise about filling out this form, please contact our office.

**Please select ONE option below:**

I have submitted a listing of additions and deletions of my personal property.

-OR-

My business closed during 2021\*. Date of business closure: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*\* You will need to close your business license with the Department of Revenue at 1- 800-342-1003 or 615-253-0600.*

**Contact information-**

Businesses that begin with a number (#) through J:  
Darla Murphy (931) 572-1113 Ext 1- [dimurphy@mcgtn.net](mailto:dimurphy@mcgtn.net)

Businesses that begin with a K through Z:  
Carmen Edwards (931) 572-1113 Ext 2- [cmedwards@mcgtn.net](mailto:cmedwards@mcgtn.net)

*Please be sure to sign the back of the schedule along with this form and return both forms to this office.*



Business name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Use space below to list assets that were ADDED to your business prior to 1/1/2022**

*If items have previously been reported as "additions" to the MONTGOMERY COUNTY ASSESSOR'S OFFICE, there is no need to report the additions again.*

Item type and description	Year purchased	Purchase amount
Enter dollar amount of one month's supplies (as of 1/1/2022):	-----	

ADDITIONS

**Use space below to list assets that were REMOVED from your business prior to 1/1/2022**

*If items have previously been reported as "deletions" to the MONTGOMERY COUNTY ASSESSOR'S OFFICE, there is no need to report the deletions again.*

Item type and description	Year purchased	Purchase amount

DELETIONS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_