



Crawford B. Bolton
Tax Administrator

COUNTY OF WILSON

OFFICE OF THE TAX ADMINISTRATOR
113 NASH STREET E (ZIP: 27893)
PO BOX 2106 WILSON, NORTH CAROLINA 27894
COLLECTIONS (252) 399-2900, Opt. 2
LISTING (252) 399-2911, Opt. 3
REAL ESTATE (252) 399-2900, Opt. 4
BUSINESS (252) 399-2900, Opt. 5

October 13, 2023

Owner Name
Mailing Address
City, St, Zip

Wilson County Business Personal Property Account# 000000

RE: WILSON COUNTY NEW BUSINESS FOR 2023/2024 ACCOUNT

Welcome to Wilson County! We are glad you have chosen to operate your business here. On behalf of the Wilson County Tax Administrator, I want to provide some important information regarding the business listing requirements and local tax deadlines for your new business. Per General Statute 105-308, you must list personal property used or connected with the business or other income-producing purpose as of January 1, 2024. We will mail you a business listing on January 1, 2024, for you to complete regarding the business assets that are required to be listed. To be of service and assist you with the listing process, I have compiled some information that I believe will be of great assistance.

Frequently Asked Questions

What do I list?

- Business personal property is any tangible property owned, engaged, used, or possessed in a trade or business conduct. This includes but is not limited to machinery, equipment, furniture, fixtures, computers, software, farm equipment, leasehold improvements, and supplies.

When do I list?

- Listings are due on or before January 31, 2024. Extension requests are accepted and must be received in writing no later than January 31, 2024. Granted extensions receive a revised deadline of April 15, 2024.

****ALL LATE LISTINGS ARE SUBJECT TO LATE LISTING PENALTIES****

Where do I list?

- Listings must be filed with the Wilson County Tax Department. Do not file your listing form with the North Carolina Department of Revenue.

Please feel free to contact our business division if you have any questions:

Christine Keller, Business Appraiser (252) 399-2913
Charley Louvierre, Business Appraiser (252) 399-8329



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IMPORTANT LISTING INFORMATION:

It is the Business Owner's Taxpayers' duty to list.

- NCGS §105-308 reads that .." any person whose duty it is to list any property who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor. The failure to list shall be prima facie evidence that the failure was willful." A class 2 misdemeanor is punishable by imprisonment of up to 60 days.
- Any individual(s) or business(es) owning or possessing personal property used or connected with a business or other income-producing purpose on January 1. The temporary absence of personal property from the place at which it is normally taxable shall not affect this rule. For example, a lawn tractor used for personal use, to mow the lawn at your home is not listed. However, a lawn tractor used as part of a landscaping business in this county must be listed if the lawn tractor is normally in this county, even if it happens to be in another state or county on January 1.

Listing Due Dates and Listing Resources

- Listings are due on or before January 31. They must be filed with the Wilson County Tax Department. **DO NOT FILE THE LISTING FORM WITH THE NORTH CAROLINA DEPARTMENT OF REVENUE** as it will not be accepted by the NC Dept of Revenue.
- If this is your business's first time listing, you can either contact the Wilson County Tax office to request a listing form or you can download a listing form through our website link - www.wilson-co.com/departments/tax-department/Business-personal-property/forms.
- You can also list online once you contact us and retrieve your account and listing number: <https://wilson.civisys.com/bprequest.html>.
- As required by state law, late listings will receive a penalty. An extension of time to The list may be obtained by sending a written request showing "good cause" to the County Assessor by January 31.
- If the form is not signed by an authorized person, it will be rejected and could be subject to penalties.
- All Schedules (B, C, D, E, F, G, H, I, and J) **MUST** be answered or the listing form will be rejected.

Three important rules on how to list:

1. Read these INSTRUCTIONS for each schedule or group. Contact your county tax office if you need additional clarification.



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2. If a Schedule or Group does not apply to you, indicate so on the listing form, **DO NOT LEAVE A SECTION BLANK, DO NOT WRITE "SAME AS LAST YEAR"**. A listing form may be rejected for these reasons and could result in late listing penalties.
3. Listings must be filed based on the tax district where the property is physically located. If you have received multiple listing forms, each form must be completed separately.

INFORMATION SECTION

SCHEDULE A

- The year acquired column: The rows which begin "2022" are the rows in which you report property acquired during the calendar year 2022. Other years follow the same format.
- Schedule A is divided into eight (8) groups. Each is addressed below. Some counties may have the column "Prior Years Cost" pre-printed. This column should contain the cost information from last year's listing. If it does not, please complete this column, referring back to your last year's listing.
- List under "Current Year's Cost" the 100% cost of all depreciable personal property in your possession on January 1. Include all fully depreciated assets as well. Round amounts to the nearest dollar.
- Use the "Additions" and "Deletions" columns to explain changes from "Prior Yr. Cost" to "Current Yr. Cost". The "Prior Year's Cost" plus "Additions" minus "Deletions" should equal "Current Years Cost" If there are any additions and/or deletions, please note those under Schedule G, Acquisitions and Disposals Detail. If the deletion is a transferred or paid-out lease, please note this, and to whom the property was transferred.
- Note that the cost information you provide must include all costs associated with the acquisition as well as the costs associated with bringing that property into operation. These costs may include, but are not limited to invoice cost, trade-in allowances, freight, installation costs, sales tax, expensed costs, and construction period interest.
- The cost figures reported should be historical cost, that is the original cost of an item when first purchased, even if it was first purchased by someone other than the current owner. For example, you, the current owner, may have purchased equipment in 2011 for \$100, but the individual you purchased the equipment from acquired the equipment in 2006 for \$1000. You, the current owner, should report the property as acquired in 2006 for \$1000.
- Property should be reported at its actual historical installed cost IF at the retail level of trade. For example, a manufacturer of computers can make a certain model for a \$1000 total cost. It is typically available to any retail customer for \$2000. If the manufacturer uses the model for business purposes, he should report the computer at its cost at the retail level of trade, which is \$2000, not the \$1000 it cost the manufacturer. Leasing companies must list property they lease



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at the retail trade level, even if their actual cost is at the manufacturer or wholesaler level of trade.

Group (1) Machinery & Equipment

This is the group used for reporting the cost of all machinery and equipment. This includes all store equipment, manufacturing equipment, production lines (hi-tech or low-tech), as well as warehouse and packaging equipment. List the total cost by year of acquisition, including fully depreciated assets that are still connected with the business. For example, a manufacturer of textiles purchased a knitting machine in October 2019 for \$10,000. The sales tax was \$200, shipping charges were \$200, and installation costs were \$200. The total cost that the manufacturer should report is \$10,600 if there were no other costs incurred. The \$10,600 should be added in the group (1) to the 2022 current year's cost column.

Group (2) Construction in Progress (CIP)

CIP is business personal property that is under construction on January 1. The accountant will typically not capitalize on the assets under construction until all of the costs associated with the asset are known. In the interim period, the accountant will typically maintain the costs of the asset in a CIP account. The total of this account represents an investment in personal property and is to be listed with the other capital assets of the business during the listing period. List in detail. If you have no CIP, write "none".

Group (3) Office Furniture & Fixtures

This group is for reporting the costs of all furniture & fixtures and small office machines used in the business operation. This includes, but is not limited to, file cabinets, desks, chairs, adding machines, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, and burglar alarm systems.

Group (4) Computer Equipment

This group is for reporting the costs of non-production computers & peripherals. This includes, but is not limited to, personal computers, midrange, or mainframes, as well as monitors, printers, scanners, magnetic storage devices, cables, & other peripherals associated with those computers. This category also includes software that is capitalized and purchased from an unrelated business entity. Note: The development cost of software or any modification cost to software, whether done internally by the taxpayer or externally by a third party to meet the customer's specified needs is excluded and should not be reported. This does not include high-tech equipment such as proprietary computerized point-of-sale equipment or high-tech medical equipment, computer-controlled equipment, or the high-tech computer components that control the equipment. This type of equipment would be included in Group (1) or "other".



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Group (5) Improvements to Leased Property

This group includes improvements made by or for the business to real property leased or used by the business. The improvements may or may not be intended to remain in place at the end of the lease, but they must still be listed by the business unless it has been determined that the improvements will be appraised as real property by the county for this tax year. Contact the appropriate county to determine if you question whether these improvements will be appraised as real property for this tax year. If you have made no improvements to leased property write "none". Do not include in this group any Store Equipment- Group (1) or Office Furniture and Fixtures-Group (3).

Group (6) Expensed Items

This group is for reporting any assets which would typically be capitalized, but due to the business' capitalization threshold, they have been expensed. Section 179 expensed items should be included in the appropriate group (1) through (4). Fill in the blank which asks for your business' "Capitalization Threshold." If you have no expensed items write "none".

Group (7) Supplies

Almost all businesses have supplies. These include normal business operating supplies. List the cost on hand as of January 1. Remember, the temporary absence of property on January 1 does not mean it should not be listed if that property is normally present. Supplies that are immediately consumed in the manufacturing process or that become a part of the property being sold, such as packaging materials, or raw materials, for a manufacturer, do not have to be listed. Even though inventory is exempt, supplies are not. Even if a business carries supplies in an inventory account, they remain taxable.

Group (8) Other

This group will not be used unless instructed by authorized county tax personnel.

SCHEDULE B VEHICULAR EQUIPMENT – ATTACH ADDITIONAL SCHEDULES IF NECESSARY

Motor Vehicles registered with the NC Department of Motor Vehicles as of January 1 do not have to be listed. Please answer the questions on the form to determine if you should complete and attach separate schedules B-1 for certain other vehicles, B-2 for Watercraft or Watercraft engines, B-3 for Mobile Homes or Mobile Offices, or B-4 for Aircraft.



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SCHEDULE C PROPERTY IN YOUR POSSESSION, BUT OWNED BY OTHERS

If on January 1, you have in your possession any business machines, machinery, furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased, or otherwise held and not owned by you, a complete description and ownership of the property should be reported in this section. This information is for office use only. Assessments will be made to the owner/lessor. If you have already filed the January 15th report required by §105-315, so indicate. If you have none, write "none" in this section. If the property is held by a lessee under a "capital lease" where there is a conditional sales contract, or if title to the property will transfer at the end of the lease due to a nominal "purchase upon termination" fee, then the lessee is responsible for listing under the appropriate group.

SCHEDULE D, E, F, G, H, I, and J

Please answer ALL the questions provided on the form to determine if you need to complete and attach separate schedules E-1, G-1, H-1, I-1, or J-1 to the main business personal property listing form.

AFFIRMATION

Listings submitted by mail shall be deemed to be filed as of the date shown on the postmark affixed by the U.S. Postal Service. Any other indication of the date mailed (such as your postage meter) is not considered and the listing shall be deemed to be filed when received in the office of the tax assessor.

Any person who willfully attempts, or who willfully aids or abets any person to attempt, in any manner to evade or defeat the taxes imposed under this Subchapter (of the Revenue Laws), whether by removal or concealment of property or otherwise, shall be guilty of a Class 2 misdemeanor. (Punishable by imprisonment up to 60 days)



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Common Examples of Assets

- Phones, Cell phones, 2-way radios, etc.
- 2. Refrigerators, microwaves, ovens, bakery, restaurant equipment, etc.
- Computers, Printers, Software, etc.
- Desks, Chairs, Tables, File cabinets
- Booths, food carts, beverage dispensers
- Copiers, Fax machines, Calculators
- Mirrors and pictures, Floral arrangements, Rugs, etc.
- All equipment used in the business
- Shampoo bowls and dryers, Capes, Blow dryers, Curling irons, Curlers, etc.
- Any improvements made to the inside of the building by you
(Examples: Partitions, Counters, Cabinets, Carpet, ETC.)
- Coolers
- Cash registers
- Deli Display Cabinets, Menu boards
- Display stands, Racks, Shelving
- Forklifts
- Pallet Jacks
- Tractors
- Service Equipment (tools, storage boxes, etc.)
- Small hand tools
- Signs (inside and outside)
- Cost of mobile equipment (custom trailers)
- Supplies (All businesses have supplied)

(Examples: Items used for cleaning, Computer repair, Computer paper, Pens/Pencils, Adding machine tape, Shampoos, Conditioners, Hair spray, etc.)

List what you would have on hand for one month

Important Notes:

- 1) You need to list each item, the cost and the year purchased.

