



SUPPLEMENTAL FILING INSTRUCTIONS FOR A COMMERCIAL BUSINESS PROPERTY RETURN

BASIC BUSINESS INFORMATION

Please complete this section in its entirety. Your business name and mailing address should be reported exactly as you do business "in care of" your corporate name. Please complete your businesses physical location if it is not the same as your mailing address. REMEMBER: MAILING ADDRESS IS WHERE YOUR TAX TICKET WILL BE SENT.

REPORT OF PROPERTY YOU LEASE OR USE IN BUSINESS THAT BELONGS TO OTHERS

This section **must be** completed for **all** property you use that is leased from or maintained at your place/s of business that belongs to others. This also means reporting property used in your business for which you do not pay rent - assets could have been purchased by business owner (such as hand tools, law books, etc), which would be assets not owned by business or be on your depreciation schedule, but are taxable. Please also furnish us the names and addresses of persons to whom you might be renting space on July 1. (Example: If you own a beauty or barber shop or an antique place, and rent booths or spaces at your facility, we need names and addresses of those lessees on July 1.) You may use a separate sheet of paper if you prefer or do not have enough room on the STC 12:32C. Also, if you provide space for property for which you do not get rent but might get a percentage of profits from usage, please furnish us names and addresses of owners/s of this equipment.

REAL ESTATE

Please complete this section for **all** property your business has in Cabell County, West Virginia only. Include all buildings owned by you on leased land. (Leasehold improvements are reported on Schedule "A.")

SCHEDULE "A"-MACHINERY, EQUIPMENT, FURNITURE AND LEASEHOLD IMPROVEMENTS

Report **all** property owned on July 1. (This is regardless of its age or whether off your depreciation schedule...if still in use **must** be reported.) Cost new should include original acquisition cost, which includes freight, installation, trade-ins and all other associated costs. Acquisition cost is what you paid for an item, whether you purchased new or used. Rolling stock and lift trucks are listed on Schedule "H." If leasehold improvements are reported, please include a brief description of the items to assure they are not valued as part of real property (for example: new roof, heating and cooling system replacements are real estate and not personal property. Signs (even if in ground), underground tanks at gasoline stations, awnings affixed to buildings, stoves and refrigerators in rental units are personal property and not real estate.) If you have any questions whether item is personal or real property, please do not hesitate to ask.

SCHEDULE "B"-INVENTORY, CONSIGNED INVENTORY, PARTS AND SUPPLIES

List each category by cost new as of July 1. This schedule includes supplies held by you for your own use as of July 1, and the WV Department of Tax & Revenue says, "all businesses have supplies." If you have goods located at your business but owned by another, i.e. on consignment; please list the owner's name, address and estimated cost new. A detailed explanation **must** accompany any inventory for which Freeport Exemption is requested. The explanation should state in detail the type of inventory, where the inventory is physically located on July 1, the point of its final destination on July 1, and your explanation of why, in your opinion; this inventory is moving in interstate commerce through or out of West Virginia. FAILURE TO INCLUDE ANY EXPLANATION WILL RESULT IN FREEPORT NOT BEING GRANTED.

SCHEDULE "C"-MACHINERY & TOOLS IN PROCESS OF INSTALLATION

List of machinery or tools that has been purchased but are not as of yet installed on July 1.

SCHEDULE "D"-OTHER PERSONAL PROPERTY

List **all** property not reported elsewhere. List costs new by year of acquisition. These include items such as Law Libraries, Medical Books, Technical Manuals, etc. (even if expensed off when purchased and are not on your depreciation schedule.) These items should **not** be included on Schedule "A."

SCHEDULE "F"-INCOMPLETE CONSTRUCTION

Report the cost of materials for any incomplete construction of a new building or improvements that will not be assessed as real property on July 1. **NEW CONSTRUCTION WILL NOT BE ASSESSED AS REAL IF NOT COMPLETED ON JULY 1.**

SCHEDULE "G"-SALVAGE VALUE MACHINERY AND EQUIPMENT

This is any equipment or machinery that you still have but will no longer ever be using as a part of your production as of July 1. This equipment should be listed here and **not** on Schedule "A."

SCHEDULE "H"-POLLUTION CONTROL FACILITIES

Any owner or taxpayer requesting salvage valuation for machinery or equipment under the authority of WEST VIRGINIA Code 11:6A-3 **must** receive approval from the appropriate State agency governing the control of air or water pollution. The approval must state that the machinery or equipment subject to salvage value consideration is designed, constructed or installed primarily for the purpose of abating air or water pollution, and does abate or reduce water or air pollution in compliance with air or water quality standards prescribed under the laws of this State or the United States. A copy of this approval **must** accompany your Property Tax Return or the equipment, apparatus, and components must be contained on the approved list of items eligible for salvage treatment under West Virginia Code 11:6A-3. A list of the approved pollution abatement control items is available from the Property Tax Division of the Department of Tax and Revenue upon request.

SCHEDULE "E"-VEHICLES, TRAILERS, BOATS, AIRCRAFT AND MOBILE HOMES

Report the properties licensed to or used by your business. Information you **must** furnish is: year, make, model, VIN (vehicle identification number) and original cost and date of purchase. Please list any additional equipment (such as ladder racks, etc.) Dealers of new and used vehicles who must report their vehicle inventory (sales) on a Vehicle Dealer Inventory Worksheet in lieu of Schedule "B" **must** still report all vehicles not in inventory on Schedule "H." If your business has five (5) or more vehicles, you need to complete a fleet sheet. One is enclosed for your convenience. Report all vehicles still owned by business without active license to the Assessor's Office-they are taxable.

NOTE: DO NOT REPORT TRUCKS WITH APPORTIONED LICENSE PLATES (TAXES ARE PAID ON THESE WHEN YOU LICENSE VEHICLE.)

OTHER INFORMATION REQUIRED WITH RETURN

Please tell us what you do by completing the description of business activity. **This is important, so that we assign the correct NAICS business code; and be sure you are given the correct trending and depreciation for your business. ALSO, AS THE BUSINESS OWNER, PRESIDENT, ETC. YOU MUST SIGN AND DATE RETURN.**

ADDITIONAL INFORMATION

1. West Virginia code state: All property returns must be filed as soon as possible after July 1 but no later than September 1. **NO EXTENSIONS MAY BE GRANTED.**
2. Failure to file a property tax return will result in an estimated value of the property for tax year. In addition, West Virginia Code 11-3-10 states taxpayers are denied all remedy provided by law for the correction of any assessment made by the Assessor.
3. The return **must** be completed in its entirety. A fixed asset list with cost of each asset may be filed in lieu of a Depreciation Schedule. Any return that is received incomplete will be rejected and returned to you for resubmission. Should any section of the return not apply to your business, just leave it blank. The failure of a taxpayer to attach a balance sheet, fixed asset listing or depreciation schedule may result in the return being rejected. If you have discontinued business or sold your business prior to July 1, please call and let us know and give us the name and address of new owner. **NEVER MAIL A BLANK RETURN BACK TO US WITHOUT AN EXPLANATION. WE CAN NOT DETERMINE WHAT YOU ARE TELLING US WITHOUT YOUR INPUT.**
4. An individual return is to be filed for each business location within Cabell County. This includes space you may rent at a storage facility in the county. If you have nothing you consider to be taxable in the facility, please still let us know what is in the storage unity, so that we can make our determination of the taxability or know to mark this location off our list.
5. Completed returns are to be mailed to the following address:
Cabell County Assessors Office
Business Personal Property
750 5th Ave., Room 206
Huntington, West Virginia 25701-2077

IF YOU HAVE ANY QUESTIONS OR NEED ANY ADDITIONAL INFORMATION, CALL THE CABELL COUNTY ASSESSOR BUSINESS DIVISION AT (304) 526-9717 OR FAX (304) 526-9898