Return to:

PASQUOTANK COUNTY ASSESSOR P.O. BOX 586 Elizabeth City, NC 27907-0586

2024 PASQUOTANK COUNTY Business Property Listing Form

SEE PAGE 4 FOR INSTRUCTIONS

TO AVOID A LATE LISTING PENALTY RETURN NO LATER THAN JAN. 31ST

lizabeth City, NC	27907-0586		DO NO	T WRITE	IN GRAY	AREAS		RETURN	NO LA	TER THAN JAN. 31ST.
TAX	ACCOUNT NO.	TOWNSHIP	#WC	#AC	#МН	#VEH	CITY VEH	ASSESS	OR	LATE
DEPARTMENT USE ONLY	FURN - FIX MACH - EQUIP	SUPPLIES		OTHER			VEHICLES			TOTAL PERSONAL

USE	FURN - FI MACH - EQ	IX SU	PPLIES	то	HER	.41	VEHICLES	то	TAL PERSONAL
ONLY									
	NAME & AI	DDRESS					OWNER OF REAL ESTATE OF	R PARCEL ID WHERE BUSINES	S IS LOCATED
							DATE BUSINESS YEAR ENDS	DATE BUSINESS BEGAN IN THIS COUNTY	STATE OF INCORPORATION
-							PRINCIPAL BUSINESS ACTIV	ITY IN THIS COUNTY	
-							LOCATION OF ACCOUNTING	RECORDS	
							PERSON TO CONTACT FOR (NAME, ADDRESS, TELEPHO		
	Please make	e any corrections to	name & addre	ess as needed.					
FILING STATUS (check block that applies)	BUSINESS CATEGORY	Name Business Wa	s Listed in Last	Year			PROPRIETORSHIP SOCIAL S	ECURITY NUMBER (opi)	
	□ Retail						OTHER NC COUNTIES WHER	RE PERSONAL PROPERTY IS L	DCATED
☐ Proprietorship	☐ Wholesale		DATE OF BUSINES	ss			PARTNERSHIP OR UNINCOR NAMES AND ADDRESS OR P	ARTNERS OR PRINCIPALS	
☐ Partnership	☐ Manufacturing	IF OUT OF BUSINESS	SOLD	CLOSED	BANKRUPT	OTHER	(ATTACH SCHEDULE IF NEC	CESSARY)	
☐ Unincorporated	☐ Service	COMPLETE	SOLD TO WHOM:						
Association	☐ Leasing/Rental	THIS SECTION	NAME						¥
☐ Other (specify)	☐ Farmer	ONLY.	ADDRESS				1		,

SCHEDULE A-1: MACHINERY, EQUIPMENT, FURNITURE, FIXTURES, AND LEASEHOLD IMPROVEMENTS

List at 100% cost by year of acquisition, include all fully depreciated assets in your possession. If detailed listing provided last year go to section A-2.

Year	A-1 Machinery	A-2 Furniture	A-3 Data Processing	A-4 Leasehold	A-5 Signs/	TOTAL	TAX DEPARTMENT USE ONLY				
Acquired	& Equipment	& Fixtures	Equipment	Improvements	A-6 Other		TF	TV	TF	TV	
2023											
2022											
2021				_							
2020											
2019											
2018											
2017		•									
2016			-							_	
2015	ŧ										
2014											
2013								-			
2012											
2011											
2010							1				
PRIOR							1				
TOTAL											
	Total cost of all	items purchased	d and expense no	t included above.					1		
TOTAL THIS SECTION						··		,			

AFFIRMATION OF TAXPAYER

Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and other information, is true and complete. (If this affirmation is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all the taxpayer's property subject to taxation in this county and that his affirmation is based on all the information of which he has any knowledge.) Listing MUST be signed by a principal officer or full-time employee of taxpayer.

Signature of Owner/Officer	Title	Date	Phone Number

If you have provided the assessor's office with an itemized detail list of all assets for the prior year and you are not a new lister, you may fill in sections A-2 and A-3 and omit Section A-1. See instructions on page 4.

ACQUISITIONS AND/OR DISPOSALS

of machinery, equipment, furniture and fixtures in the prior year (Attach schedule if necessary)

Acquisitions - Itemize in Detail	Year Acquired	100% Original Cost Installed	Disposals - Itemize in Deta	ail Year Acquired	100% Original Cost
					,
·•;					
					-
Manufacture in the second seco					
			SEHOLD IMPROVEMENTS IN PRICE. If not detailed, values will be	e deemed taxable)	T
				Acquired	100% Original Cost
					-
			* ************************************		-
Owner of real estate where leasehold improvements are locate	d:				
B SUPPLIES & MA	TERIALS: I	ist at 100% cos	t as of latest fiscal year end.		
6611 E1E6 & III/A		.iot at 100 % 000	t do or latoot hoodi your one.		100% Cost
Fuels of all kinds					
Maintenance, Janitorial and Office Suppl	ies				
Medical and Dental Supplies					
All other supplies and materials NOT he	d for sale				
				Total This Section	
C BOATS & M	OTORS, AIR	RCRAFT, MOBI	LE HOMES OWNED AS OF JA	NUARY 1	



Commercial Fishing Boats & Motors if NOT included in Section A

	Туре	Year		Make/	Model	Size	Year Purchased	Cost	Department Use Only
(Boat								
1	Boat Motor								
. .)	Boat								
C1	Boat Motor								
	Boat								The files of a file
(Boat Motor				-				
7	Aircraft								
C2<	Aircraft								
(Aircraft								
7	Moblie Home								
C3<	Moblie Home								N. M. Williams
(Mobile Home								
-	For boats pleas	se note	engine type: O	outboard - OB,	Inboard - IB, Inboard/	Outboard - IO			the factor of the
_	Number of:	Water	craft	Aircra	ift	Mobile Homes		TOTAL THIS SECTION	



MOTOR VEHICLES & TRAILERS TITLED IN NAME OF BUSINESS AS OF JANUARY 1

List bodies and/or special equipment mounted on trucks at 100% cost (attach schedule if necessary).

- **LICENSED VEHICLES:** Do not list vehicles which are licensed and subject to <u>annual</u> renewal. The tax on these vehicles will be billed by the Department of Motor Vehicles when the current registration is renewed or application is made for new registration.
- **UNLICENSED VEHICLES:** <u>List vehicles which are not licensed or those that are registered other than annually (multi-year or permanently registered trailers)</u>. Vehicles include automobiles, trucks, trailers of all types, motorcyles and motorhomes.
- UNLICENSED VEHICULAR EQUIPMENT AND VEHICLES SUBJECT TO OTHER THAN ANNUAL RENEWAL. Itemize All Unlicensed Autos, Trucks, Mounted Equipment, Trailers, Campers, Motorcycles, etc.
- NOTE: If your business owns any IRP (International Registration Plan) plated vehicles, effective January 1, 2014, IRP plated vehicles are required to list with the local county tax office as part of the business property listing form process, unless they are already being reported as part of your public service valuation with the N.C. Department of Revenue.

Year	Make or Mfg.	Model/Series	Body Style	Vehicle I.D. Number	Title Number	100% Original Cost	Year Acquired	Tax Dept. Use Only
		-						4. 4.
								After galety at
								1.300
						-		
								T. 1.4.908
								Z. Z. Some Son
								1 10 10 10 10 10 10 10 10 10 10 10 10 10
								State of the Contract of the C
otal num	ber of vehicles su	bject to City Ta	qs		тот	AL VEHICLE VALUE	77 - 18 TH	

Name in which titled if different from business name:



LEASED EQUIPMENT IN YOUR POSSESSION ON JANUARY 1

If on January 1, you had in your possession any business machines, postage meters, machinery, equipment, furniture, fixtures, tools, signs, vending machines, vehicles, music machines, game machines, etc., which are leased, or otherwise held and not owned by you, the value of which does not appear on your asset account, such equipment should be reported below: (attach schedule if necessary). If you have no leased equipment, please write "none."

	of lease	Annual Rent	Length of Lease	Selling Price - New
-				
				Annabiate or
4				
4				
-				
				*
-				

Going Out Of Business Notice

Within 30 days of the sale, transfer or termination of a business, pay all taxes due or to become due on the transferred property on the first day of September of the current calendar year. If the purchaser or successor in business fails to withhold a sufficient amount and the taxes remain unpaid after the 30-day period allowed, the purchaser or successor is personally liable for the amount of unpaid taxes.

INSTRUCTIONS FOR FILING BUSINESS PROPERTY LISTING FORM

DO NOT WRITE IN GRAY AREAS ON THIS FORM

REAL PROPERTY:

Pasquotank County's permanent real estate listing system eliminates the requirement to list your real property (except leasehold improvements) in Pasquotank County. However, by law, it remains your duty to report any changes. (ATTACH SCHEDULE IF NECESSARY.)

DATE AS OF WHICH PROPERTY IS TO BE REPORTED:

Personal Property: Except in the case of supplies (see below), all personal property must be listed as of January 1.

Supplies: (a) For New Business – Supplies must be listed as of the ending date of the latest fiscal year end prior to January 1.

If no fiscal year was completed prior to January 1, list as of January 1.

(b) For Non-Resident Taxpayers – Supplies must be listed as of January 1.

TIME TO FILE:

These forms must be filled out completely in accordance with all instructions and filed with the Pasquotank County Assessor during the month of January in order to avoid a 10% late listing penalty. Extensions of time in which to list must be obtained by sending a written request to the County Assessor by January 31. Extensions cannot be granted by telephone.

SECTION A-1 - MACHINERY & EQUIPMENT, FURNITURE & FIXTURES AND LEASEHOLD IMPROVEMENTS

List at 100% cost by year of acquisition; include all fully depreciated assets in your possession. A copy of your depreciation schedule(s) should accompany this listing form.

SECTION A-2 & A-3 - ACQUISITIONS AND/OR DISPOSALS

All machinery, equipment, furniture, fixtures, etc. acquired since January 1 of the prior year must be itemized showing the total installed cost of each item. In addition, all disposals made since January 1 of the prior year must be itemized in detail in the appropriate columns. Important: Acquisition year and original cost must be given for disposals. An additional schedule may be attached if necessary.

SECTION B - SUPPLIES & MATERIALS

Effective January 1, 1988 all inventories owned by manufacturers and retail and wholesale merchants are exempt from ad valorem taxation. All other supplies and materials not held for sale remain taxable. Supplies and materials are to be listed at 100% original cost. If fiscal year end is other than Dec. 31, list as of latest fiscal year end prior to January 1.

SECTION C - BOATS & MOTORS, AIRCRAFT, MOBILE HOMES

List items used in the regular course of business, including commercial fishing boats and motors, rental mobile homes and aircraft. Please complete all applicable areas.

SECTION D - MOTOR VEHICLES & TRAILERS TITLED IN NAME OF BUSINESS AS OF JANUARY 1

List bodies and/or special equipment mounted on trucks at 100% cost (attach schedule if necessary).

LICENSED VEHICLES: Do not list vehicles which are licensed and subject to <u>annual</u> renewal. The tax on these vehicles will be billed by the Department of Motor Vehicles when the current registration is renewed or application is made for new registration.

UNLICENSED VEHICLES: List vehicles which are not licensed or those that are registered other than annually (multi-year or permanently registered trailers). Vehicles include automobiles, trucks, trailers of all types, motorcyles and motorhomes.

UNLICENSED VEHICULAR EQUIPMENT AND VEHICLES SUBJECT TO OTHER THAN ANNUAL RENEWAL. Itemize All Unlicensed Autos, Trucks, Mounted Equipment, Trailers, Campers, Motorcycles, etc.

<u>NOTE:</u> If your business owns any IRP (International Registration Plan) plated vehicles, effective January 1, 2014, IRP plated vehicles are required to list with the local county tax office as part of the business property listing form process, unless they are already being reported as part of your public service valuation with the N.C. Department of Revenue.

SECTION E - LEASED EQUIPMENT AND/OR VEHICLES

If, on January 1, you had in your possession any business machines, postage meters, machinery, equipment, furniture, fixtures, tools, signs, vending machines, vehicles, music machines, game machines, etc., which are leased or otherwise held and not owned by you, the value of which does not appear on your asset accounts, such equipment should be reported. If you have no leased equipment, please write "none."

ATTACH ADDITIONAL SHEETS WHEN NECESSARY

AUDIT: All listings will be subject to audit and may be checked with the tax returns as filed with the North Carolina Department of Revenue.

FAILURE TO LIST: Willful failure to list, or removal or concealment of property to evade taxation is punishable by a fine not to exceed \$500 or imprisonment not to exceed six months.

The Business Property listing form must be postmarked (not metered) by January 31, 2024 or by April 15, if an extension is granted. A 10% late listing penalty will be enforced for failing to comply.

Extra forms are available upon request. Please note that a separate listing form must be submitted for each location of your business that has tangible personal property or leasehold improvements.

MAILING. Sign and return this Business Property listing form to:

PASQUOTANK COUNTY ASSESSOR'S OFFICE P.O. Box 586 ELIZABETH CITY, NC 27907-0586

PASQUOTANK COUNTY ASSESSOR BUSINESS SECTION (252) 338-5169