

County: \_\_\_\_\_

\_\_\_\_\_  
Tax Year

Taxing Official: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

# Business Personal Property Return

(File this tax return between October 1 and December 31 with the above taxing official)

Owner's Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Landowner's Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Date Established: \_\_\_\_\_

(Make necessary corrections above.)

**For office use only**

PRC No. \_\_\_\_\_

Account No. \_\_\_\_\_

City \_\_\_\_\_

School Dist. \_\_\_\_\_

Business ID No. \_\_\_\_\_

**Title 40, Chapter 7, Code of Alabama 1975, requires that, each year every person report to the county taxing official, a complete list of all business personal property owned by the taxpayer on October 1 of the tax year, except property which is or may be assessed by the Alabama Department of Revenue. This form must be completely filled out and all instructions followed in order to complete the assessing process for business personal property. State law requires that this form be signed by the taxpayer or official agent.**

1. Complete the spaces provided above for "doing business as" (if different from the owner's name) and provide the business address.
2. Provide the name of the landowner.
3. Also provide the business type such as restaurant, department store, etc., and the date the business was established.
4. A complete **itemized listing must be provided** of all personal property owned on October 1. Alternately, a copy of the depreciation schedule used in preparing the most recent income tax return, listing the property owned by the taxpayer at the close of the fiscal year may be submitted. **The depreciation schedule must be adjusted for additions and deletions so that it will contain property owned by the business on the October 1 lien date.**

Regardless of the reporting method chosen, you must provide the name or type of personal property, the year of acquisition, the cost when acquired, and any property which has been fully depreciated but was still owned on October 1.

**The reported cost should include invoice price, freight, and installation cost, sales and/or use tax, extra foundations necessary to support the equipment, and other costs incurred for the use of the property.**

If you own property in more than one taxing jurisdiction within the county you must identify the property in each jurisdiction.

**PART A** must be used to list your personal property or a separate schedule may be attached.

5. The itemized list should include all fixed assets, including but not limited to, furniture, fixtures, computers, machinery, equipment, unlicensed motor vehicles, and add-on equipment. Multiple items of the same type of property acquired in the same year may be listed together. **For example:**

Type of Property	Date Acquired	Acquisition Cost
10 Dell Computers	5/23/2010	\$10,000
4 Dell Computers	2/12/2012	5,200

6. Supplies and materials used in the operations of the business that are **NOT** for sale are taxable **and must be reported. (i.e., office supplies, spare parts, and other consumable items.)**

What was the cost of supplies and materials on hand as of October 1? \$ \_\_\_\_\_ (or monthly average)

7. Do you have licensed motor vehicles having "add-on" or "specialized" equipment (i.e. dump bodies, box type bodies, cement drums, etc.) affixed to them?  Yes  No

If yes, and you are able to separate the cost of the add-on equipment from the total cost of the motor vehicle, complete **PART A**. If you are unable to separate the cost of the add-on equipment, complete **PART B**.

8. Do you own aircraft? (Airplanes, Airships, and/or Hot Air Balloons)  Yes  No

If yes, report aircraft on **PART C**, and non-standard avionic equipment on **PART A**.

9. Do you have a construction in progress or holding account?  Yes  No

If yes, complete **PART D** using cost as of October 1.

10. Do you lease or rent any items of personal property from someone, such as: machinery, equipment, computers, furniture, fixtures, aircraft, or motor vehicles?  Yes  No

If yes, complete **PART E** (Statement of Leased or Rented Personal Property).

11. **LEASING COMPANIES** having equipment located in this county must attach a complete listing of personal property as stated in item 4. Include with this listing the lessee and address or physical location of each item of personal property.

12. Do you have personal property in your possession or located on your premises that is owned by someone else, excluding any leased or rented equipment listed in Part E?  Yes  No

If yes, complete **PART F** (Statement of Other Personal Property Located on Your Premises).

13. Check category below in which your business belongs?

Single Proprietor  Partnership  Alabama Corporation  Out of State Corporation  LLP  LLC

14a. Did you sell the business prior to October 1 of the current year?  Yes, Date: \_\_\_\_\_  No

14b. Did you close the business prior to October 1 of the current year?  Yes, Date: \_\_\_\_\_  No

You may attach documentation related to a sale or closure of business to this return.

15. If there is personal property listed on this form you feel should be exempt, please note and give reasons.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. Person to contact if additional information is required.

Name: \_\_\_\_\_ Day Time Phone No. (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTICE: All Business Personal Property Returns are subject to audit and appropriate penalties as found in Title 40, Chapter 7, Code of Alabama 1975.**

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

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

Title \_\_\_\_\_





## PART C

### Statement of Aircraft

(Airplanes, Airships and Hot Air Balloons)

#### AIRPLANES AND AIRSHIPS:

AIRCRAFT NUMBER	SERIAL NUMBER	YEAR	MAKE	MODEL	ACQUISITION DATE - MM/DD/YY	ACQUISITION COST

#### HOT AIR BALLOONS:

AIRCRAFT NUMBER	DATE ACQUIRED MM/DD/YY	COST	SUGGESTED LIFE OF ENVELOPE	HOURS ENVELOPE USED

## PART D

### Statement of Personal Property Carried As Construction in Progress

ITEM	COST AS OF OCTOBER 1	ANTICIPATED TOTAL COST	ANTICIPATED IN SERVICE DATE - MM/DD/YY
Computers			
Equipment			
Machinery			
Furniture			
Fixtures			
Other _____			

