



DURHAM COUNTY TAX ADMINISTRATION  
 P.O. BOX 3397  
 DURHAM, NC 27702  
 (919) 560-0300  
 ELECTRONIC SERVICE REQUESTED

NOTE: DUE TO COVID-19, OUR OFFICE IS OPERATING WITH LIMITED STAFFING IN THE OFFICE

STATE OF NORTH CAROLINA  
 COUNTY OF DURHAM

2023

Business Personal Property Listing

Website Address: www.dconcl.gov

FOR DEPARTMENT USE ONLY →	DATE	ACCOUNT NO.	LISTING NO.	DISTRICT	PENALTY	VALUE

Business Name/Mailing Address:

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC#)	
NAICS CODE	
DATE BUSINESS BEGAN IN THIS COUNTY	
DATE BUSINESS (FISCAL) YEAR ENDS	

OTHER NC COUNTIES WHERE PERSONAL PROPERTY IS LOCATED	
PHYSICAL ADDRESS OF BUSINESS	
REAL ESTATE OWNED BY	
SOCIAL SECURITY # FEDERAL ID#	
PRINCIPAL BUSINESS IN THIS COUNTY	
NAME IN WHICH BUSINESS WAS LISTED LAST YEAR	
CONTACT PERSON FOR AUDIT	
ADDRESS AND PHONE NUMBER	
CONTACT PERSON & PHONE NUMBER FOR PAYMENT	

FILL IN APPLICABLE CIRCLE	
<input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship <input type="radio"/> Unincorporated Association <input type="radio"/> Corporation <input type="radio"/> LLC <input type="radio"/> Other: _____	
FILL IN APPLICABLE CIRCLE: Business Category	
<input type="radio"/> Retail <input type="radio"/> Wholesale <input type="radio"/> Manufacturing <input type="radio"/> Service <input type="radio"/> Leasing/Rental <input type="radio"/> Farming <input type="radio"/> Other (Specify): _____	
IF OUT OF BUSINESS, COMPLETE THIS SECTION	
DATE CEASED	
FILL IN APPLICABLE CIRCLE	
<input type="radio"/> SOLD <input type="radio"/> CLOSED <input type="radio"/> BANKRUPT <input type="radio"/> OTHER	
SOLD EQUIPMENT, FIXTURES, SUPPLIES TO	
BUYER'S ADDRESS	
BUYER'S PHONE#	

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**SCHEDULE A PERSONAL PROPERTY (SEE INSTRUCTION SHEET)**

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST
2022				
2021				
2020				
2019				
2018				
2017				
2016				
2015				
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST
2022				
2021				
2020				
2019				
2018				
2017				
2016				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (4) COMPUTER EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST
2022				
2021				
2020				
2019				
PRIOR				
TOTAL				

GROUP (2) CONSTRUCTION IN PROGRESS
LIST TOTAL OF ALL NON-EXEMPT PERSONAL PROPERTY EXPEDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE - ITEMIZED IN SCHEDULE G
TOTAL CIP \$ _____

COMPLETE ALL FORMS AND RETURN IN THE ENCLOSED ENVELOPE TO:

COUNTY OF DURHAM  
 OFFICE OF TAX ADMINISTRATION  
 BUSINESS SECTION  
 P.O. BOX 807  
 MT. AIRY, NC 27030-0807

**SCHEDULE A (Cont.) PERSONAL PROPERTY (SEE INSTRUCTION SHEET)**

GROUP (5) LEASEHOLD IMPROVEMENTS					GROUP (6) EXPENSED ITEMS <small>Capitalization Threshold -&gt; _____</small>					
YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST	YEAR ACQUIRED	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST	
2022					2022					
2021					2021					
2020					2020					
2019					2019					
2018					2018					
2017					2017					
2016					2016					
2015					2015					
2014					PRIOR					
2013					TOTAL					
2012					<b>GROUP (7) SUPPLIES</b>					<b>COST</b>
2011					1) OFFICE, MAINTENANCE, JANITORIAL, MEDICAL, DENTAL, BARBER AND BEAUTY SUPPLIES					
2010					2) FUELS HELD FOR CONSUMPTION					
2009					3) REPLACEMENT PARTS AND SPARE PARTS					
2008					4) RESTAURANT AND HOTEL ITEMS SUCH AS LINENS, CLEANING SUPPLIES, AND COOKWARE NOT LISTED ELSEWHERE IN SCHEDULE A					
2007					5) RENTAL ITEMS NOT SOLD IN THE NORMAL COURSE OF BUSINESS AND NOT LISTED ELSEWHERE IN SCHEDULE A					
2006					6) ALL OTHER MISCELLANEOUS SUPPLIES NOT LISTED ABOVE					
2005					7) TOTAL					
PRIOR										
TOTAL										

**SCHEDULE B - VEHICULAR EQUIPMENT & MOBILE HOMES OR MOBILE OFFICES**

If you answer YES to any of questions 1-7 below, you must list this property appropriate for the equipment type below. Indicate number of short-term rental vehicles owned for question 8. If there is not sufficient room to list at the bottom of each section, attach additional sheets as needed.

- 1) Does your business own any unregistered motor vehicles?  YES  NO
- 2) Does your business own any multi-year or permanently registered trailers?  YES  NO
- 3) Does your business own any special bodies on vehicles?  YES  NO
- 4) Does your business own any IRP (International Registration Plan) plated vehicles?  YES  NO

*NOTE: Effective January 1, 2014, IRP plated vehicles are required to be listed with the local county tax office as a part of the business personal property listing form process, unless they are already being reported as part of your public service valuation with N.C. Dept. of Revenue.*

B 1	YEAR	MAKE	MODEL	BODY / SIZE	TITLE#	VEHICLE I.D. NUMBER (VIN)	SPEC. BODY COST	FOR OFFICE USE

- 5) Does your business own any watercraft or engines for watercraft?  YES  NO

B 2	TYPE	YEAR / MAKE / MODEL	LENGTH/SIZE	REGIS.#	LOCATION	ENGINE TYPE	YEAR ACQUIRED	ORIG. COST	FOR OFFICE USE
	BOAT								
	BOAT								
	MOTOR								

- 6) Does your business own any mobile homes or mobile offices?  YES  NO

B 3	YEAR	MAKE	WIDTH/LENGTH	VEH. I.D. NUMBER (VIN)	LOCATION	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

- 7) Does your business own any aircraft?  YES  NO

B 4	YEAR	MAKE	MODEL	N-NUMBER/TAIL#	LOCATION	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

- 8) Does your business own any vehicle(s) for short term rental?  YES  NO NUMBER > \_\_\_\_\_

**SCHEDULE C - LEASED PROPERTY OR OTHER PROPERTY IN YOUR POSSESSION THAT IS OWNED BY OTHERS**

N.C.G.S. 105-315 AND 105-316 require every person having custody of taxable, tangible personal property that has been entrusted to him by another for any business purpose to furnish a separate list containing name, address and description of this property. If you answer YES to one of the following three questions or are otherwise required to supply this list, **you must return the list or separate schedule C-1 by January 15.**

- 1) Does your business hold any Leased Property, owned by another party (are you a Lessee)?  YES  NO
- 2) Do you have any property used by your business, or in your possession that is owned by others?  YES  NO
- 3) Do you operate a mobile home park, campground, marina, aircraft storage facility or similar business?  YES  NO

C 1	NAME & ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE	MONTHLY PYMNT.	LENGTH OF LEASE	ACCT. OR LEASE NO.	SELLING PRICE NEW

### SCHEDULE D - SEPARATELY SCHEDULED PROPERTY

Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes?  YES  NO

Please describe the items and estimate value of items if applicable:

### SCHEDULE E - FARM EQUIPMENT

Does your business own any tractors, implements, bulk barns, and/or other farm equipment?  YES  NO  Cost on Schedule A  
If so, list on Schedule E-1. If listed by cost on Schedule A, indicate above but still include information on Schedule E-1.

E 1	YEAR	DESCRIPTION OR MAKE	MODEL OR SERIES	GAS OR DIESEL	YEAR ACQUIRED	ORIGINAL COST	FOR OFFICE USE

### SCHEDULE F - INTANGIBLE PERSONAL PROPERTY

Session Law 2018-98 repealed the taxation of a leasehold interest in exempt real property, effective July 1, 2019. Schedule F is no longer applicable and will be reserved for future use.

### SCHEDULE G - ACQUISITIONS AND DISPOSALS DETAILS

Acquisitions and disposals detail of machinery, equipment, furniture and fixtures, computer equipment, and leasehold improvements in the prior year. If there is not enough room below, attach an additional schedule G-1.

G 1	ACQUISITIONS - ITEMIZE IN DETAIL	100% ORIGINAL COST	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% ORIGINAL COST

### SCHEDULE H - REAL ESTATE IMPROVEMENTS

During the past calendar year, did your business make improvements and/or other additions to real property owned by your business? If yes, attach a separate schedule H-1 with information on such improvements.  Yes  No

### SCHEDULE I - BILLBOARDS AND OUTDOOR ADVERTISING STRUCTURES

Does your business own any billboards or outdoor advertising structures?  Yes  No  
If yes, attach a separate I-1 form with requested information.

### SCHEDULE J - LEASED EQUIPMENT

Does your business lease equipment to others?  Yes  No  
If yes, attach a separate J-1 form with requested information.

### AFFIRMATION

**LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - Please check the capacity in which you are signing the affirmation.**

For Individual Taxpayers:  Taxpayer  Guardian  Authorized Agent  Other person having knowledge of and charged with the care of the person and property of the taxpayer.

For Corporations, Partnerships, Limited Liability Companies, Unincorporated Associations:  
 Principal Officer of the Taxpayer Title \_\_\_\_\_  Full-time employee of the taxpayer who has been officially empowered by a principal officer to list the property and sign the affirmation. Title \_\_\_\_\_

Authorized Agent. If this capacity is selected, I certify that I have NCDOR Form AV-59 on file for this taxpayer:  Yes  No

Under penalties prescribed by law, I affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and any other information is true and complete. (If this is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all of 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.)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Authorized Agent Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Any individual who willfully makes and subscribes an abstract listing required by the Subchapter II of Chapter 105 of the North Carolina General Statutes which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 Misdemeanor. (Punishable by imprisonment of up to 60 days).

<b>ACCOUNT NUMBER</b>

# COUNTY OF DURHAM BUSINESS PERSONAL PROPERTY LISTING

**2023**  
(Additional Schedule A)

SCHEDULE A				
YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURRENT YR. COST
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SCHEDULE A				
YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
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PRIOR				
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PRIOR				
TOTAL				