

COMMERCIAL BUSINESS PROPERTY RETURN

IMPORTANT NOTE: DO NOT REPORT ANY PROPERTY THAT WAS NOT IN YOUR POSSESSION ON JULY 1 OF THIS YEAR.

Basic Business Information (Page 1)

It is important to make sure this section is filled out accurately and completely in order to ensure proper assessment and billing. If a pre-printed label appears, please verify that the information on the label is correct.

Property You Lease From Others (Page 1)

Please list all property you lease from others, with date acquired and cost of Machinery & Equipment, Furniture & Fixtures, and or gross annual rent. We must have the name, address, and phone number of the property owner (the lessor) and the type of property leased.

Real Estate (Page 1)

List all Berkeley County real estate property owned by your company. Description asked for is the District, Map and Parcel Number, which can be found on your real estate tax tickets.

Buildings On Leased Land (Page 1)

If you own any buildings situated on land belonging to someone else, you must list the name and address of the land owner. If possible, please provide the District, Map and Parcel Number for the land on which the building resides.

Schedule A (Page 2)

Machinery & Equipment, Furniture & Fixtures, Leasehold Improvements, and Computers

List all of the above in the appropriate section by year of purchase and purchase cost. **The tax years should be listed sequentially starting with the current year and going back. Please do not skip tax years**, even if you have no property in that year. The state computer system will only recognize a specific tax year for each field. It is to the taxpayer's advantage to list the property by year of purchase to receive full benefit from depreciation schedules in the statewide computer network. When a taxpayer submits a lump-sum value with no breakdown by year, the computer treats the property as brand new without depreciation. This results in higher assessment and higher taxes. In order to take full advantage of depreciation on all assets; make sure they are placed in the appropriate sections of Schedule A on the assessment form. **Particular note should be paid to listing computer equipment separately, as it is subject to accelerated depreciation and may not be correctly assessed otherwise.**

PROPERTY THAT IS OWNED AND STILL IN USE, WHICH HAS BEEN FULLY DEPRECIATED OR WRITTEN OFF, BUT IS STILL IN POSSESSION OF THE TAXPAYER, MUST BE REPORTED. Any property which has been fully depreciated and is NO LONGER USED as part of the production process, should be reported on "Schedule F – Salvage Value Machinery & Equipment".

REPORT PROPERTY USED FOR THE PURPOSE OF BUSINESS BUT NOT OWNED BY THE BUSINESS ON THE *LEASED EQUIPMENT REPORT*.

What are Leasehold Improvements? (Page 2)

Leasehold Improvements are any improvements and/or additions exclusive of buildings, to leased property which have been made by the lessee. Some examples of this would be adding a new bathroom, a commercial exhaust system, or additional walls.

Schedule B (Page 2)

Inventory, Consigned Inventory, Parts, and Supplies

Taxpayer is to report all consigned goods, all supplies, parts and all inventory of merchandise for resale in warehouse or in storage.

Vehicle, Mobile Home, Manufactured Home Dealers (Page 2)

Dealers of new and used motor vehicles, motorcycles, RVs, trailers, mobile homes and manufactured homes are required to complete and attach the "Vehicle Dealers Inventory Worksheet" in place of Schedule B. Please read the instructions to this worksheet carefully before completing it, as some exemptions apply. **All dealers must submit an Income Statement to support information appearing on the worksheet** (sole proprietors can submit Schedule C—Profit and Loss Statement from their Federal Income Tax Return).

Warehouse Freeport Tax Amendment (Page 2)

Tangible personal property moving in interstate commerce, whether originating outside the state, or consigned to a warehouse within the state from outside the state for storage in transit to final destination outside the state, shall be exempt from ad valorem taxation; unless a new or different product is created. Said products are considered to be moving in interstate commerce at such time as they are identifiable and earmarked for a destination outside the state. If these goods are used in another activity within the state they are not exempt. In addition, storage should not exceed six months. While being housed in the warehouse, the items may be bound, packaged, etc. so long as there is no change in utility resulting in a new product. As long as the final destination is to an out of state shipping point, the inventories of these goods are exempt from taxation. **The Freeport Exemption does NOT apply to inventory of Natural Resources.** To properly report inventory eligible for Freeport exemption, first list **total inventory** under "Cost of Inventory as of July 1". Then list the portion eligible for Freeport exemption in the area below the description of the Freeport Amendment labeled "Acquisition Cost".

Schedule C (Page 3)

Machinery & Tools In Process Of Installation

Machinery or tools purchased but not yet installed are reported here.

Schedule D (Page 3)

Other Personal Property

This section is used to cover all other property not covered by a special section of the form. This may include business libraries, reference books, movable storage buildings, and furniture & fixtures in process of construction. List cost and date acquired of all assets reported in this section.

Schedule E (Page 3)

Incomplete Construction

The cost new of any materials for buildings, additions or improvements which are incomplete and therefore are not assessed as Real property must be reported here.

Schedule F (Page 3)

Salvage Value Machinery & Equipment

Machinery & equipment which has been fully depreciated and is no longer used as part of the business operations should be listed in this section.

Schedule G (Page 3)

Pollution Control Facilities

All pollution control facilities installed after July 1, 1973 and approved by the Water Resource Division of the DNR or Air Pollution Control should be listed, with location, year installed, and original cost. The State Tax Department provides our office with a list of all qualified equipment.

Schedule H (Page 3)

Vehicles, Trailers, Boats, Aircraft, and Mobile Homes

We must have a complete listing of all licensed and unlicensed vehicles titled in the name of the company. These vehicles are valued using the "NADA Price Guide" Average Loan Value. Heavy duty or non-standard vehicles may be valued by other means. It is especially important that date of purchase and purchase price be included for these vehicles. Our office must have complete information on each vehicle. This includes make, model, year, complete Vehicle Identification Number (VIN), 4WD, date acquired, and cost (for trucks, include tonnage, gross vehicle weight, and axle). Trailers should also include length, width, and type. Failure to file the necessary information will result in your vehicle(s) being priced using the highest value for that particular vehicle.

ATTENTION--Commercial Motor Carriers With Apportioned Plates

Commercial motor vehicles (trucks/tractors only) bearing Apportioned Tags are NOT assessed by the Berkeley County Assessor's Office. These vehicles will be assessed by DMV during registration renewal. Do not report these vehicles on your Commercial Business Property Return.

Other Information Required With This Return (Page 4)

Type of business entity: Please check one. **Description of Business Activity:** Describe the basic type of business you are operating. This is very important when determining the depreciation of assets in Schedule A. **North American**

Industry Classification System Code: List the four digit NAICS code for your business if known.

NOTE Enter "NONE" or "N/A" (NOT APPLICABLE) in the sections that do not apply to the business. This form will be returned if: All sections are not properly completed; it does not include all required attachments; it is not signed and dated.

THIS RETURN SHOULD REFLECT PROPERTY OWNED ON JULY 1 OF THIS YEAR ONLY (IT SHOULD NOT INCLUDE PROPERTY DISPOSED OF BEFORE JULY 1 OF THIS YEAR NOR SHOULD IT INCLUDE PROPERTY ACQUIRED AFTER JULY 1 OF THIS YEAR).

IN ORDER TO AVOID ANY PENALTIES, THIS RETURN SHOULD BE FILED NO EARLIER THAN JULY 1 AND NO LATER THAN SEPTEMBER 1 OF THIS YEAR.

FAILURE TO FILE A RETURN WILL RESULT IN AN ESTIMATED ASSESSMENT. IN ADDITION, WEST VIRGINIA CODE § 11-3-10 PROVIDES THAT ANY PERSON FAILING TO FURNISH A PROPER RETURN OR FAILS TO FILE WITHIN THE TIME REQUIRED, SHALL FORFEIT NOT LESS THAN \$25 OR MORE THAN \$100 AND BE DENIED ALL REMEDY PROVIDED FOR THE CORRECTION OF ANY ESTIMATED ASSESSMENTS MADE BY THE ASSESSOR.

NOTE: INTANGIBLE PERSONAL PROPERTY (ACCOUNTS RECEIVABLE, NOTES, DEEDS OF TRUST, STOCKS, AND BONDS) IN ADDITION, TO **CLASS I** (FARM MACHINERY, EQUIPMENT LIVESTOCK, AND PRODUCTS OF AGRICULTURE) **ARE NO LONGER TAXABLE IN WEST VIRGINIA.**

For assistance, please contact 304-267-5058 or 304-267-5059. Hours are 9am to 5pm EST, Monday through Friday.