

Melvin Burgess Assessor of Property Shelby County, Tennessee



The Personal Property Appraisal Process

Shelby County Property Assessor's Primary Role

- ▶ To locate, identify, classify and appraise all property at market value, during reappraisal periods, for ad valorem tax purposes in Shelby County according to the Constitution of Tennessee and the laws of the state.
- ▶ The Assessor appraises both <u>Real</u> and <u>Personal</u> property.
- ▶ State law requires the Assessor to reappraise all business personal property annually.
- ▶ To accomplish this, Tennessee Code Annotated Section 67-5-903 requires that business owners file Tangible Personal Property Schedules to the Assessor no later than March 1 of each year. Personal property is appraised based upon information provided in the schedules after the schedules are audited by staff.

What is Personal Property?

- Personal Property is the tangible property used or held for use in a business or profession.
- It includes: furniture, fixtures, office equipment, vehicles, tools, machinery, signs, raw materials and supplies, artwork, etc.



Items that are personally owned (such as your vehicle) and used in a business along with leased or loaned items are also assessed as personal property.

How Does the Schedule Filing Process Begin?

- ▶ By February 1st of each year, the Assessor mails a Personal Property Schedule to each business owner in Shelby County.
- ▶ The Schedule is a standardized form used to list and report the cost of assets used in a business operation as of January 1st, the assessment date.
- If a business previously filed a schedule, the schedule will show Cost on File by group and year based on the previous year filing. The Cost on File should be reviewed and revised for any asset additions or deletions. Any reductions in cost must be explained.
- New businesses will be provided a blank schedule to list cost of all assets. If a schedule is not received by February 1, the business owner should contact the Assessor's office immediately to obtain one.

The Personal Property Schedule

The Schedule consists of:

- Top Section where the Personal Property Account Number, business name and mailing address, "Remarks" section and Online Filing Pin are located. This section should be used to report the closing of a business.
- Part I General Data consisting of the business name, location, mailing address, owners, SIC code, business telephone number, contact person, etc.
- Part II Owned Personal Property by Asset Groups. If a Business Owner has previously filed, Cost on File will be shown.

Return Before:

3/2/2020 P_0000 ASSESSOR OF PROPERTY
SHELBY COUNTY
TANGIBLE PERSONAL PROPERTY SCHEDULE

1075 MULLINS STATION ROAD, MEMPHIS, TN 38134-7725 TELEPHONE (901) 222-7002

Mailed: January 10, 2020 For Tax Year: 2020

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eration ceased:	2. Date Business License Finalized, if applicable:
as the disposition of the equipment which had been used. (sold, the name and mailing address of buyer must be provided.):
BUSINESS NAME / MAILING AD	FILE YOUR 2020 SCHEDULE ONLINE
	www.assessor.shelby.tn.us
	www.assessor.sneiby.tn.us

Online Film
In Accordance with Ten
completed, signed and
Failure to do so will resi
as provided by law.

Done Film
In Accordance with Ten
completed, signed and
Failure to do so will resi
as provided by law.

MEMPHIS, TN 38134-7725

For security purpose you must use this assigned PIN number to file online
Online Filing PIN: 999999
In Accordance with Tennessee Cold Annotated (17-590, this schedule must be
completed, signed and received by the Assessor on or before MARCH 2, 2020
Failure to do so will result in a forced assessment, and you will be subject to a penalty
as provided by law.

REMARKS / EXPLANATION

ARC COMPANY		
7.00 001111 7.111		REMARKS / EXPLANATION
1075 MULLINS STATION RDS	j ,	
MEMPHIS, TN 38134-7725		
ART I - GENERAL DATA		
Our records indicate your business is located at: 1075 MU	JLLINS STATION RD	JURISDICTION: MEMPHIS
(Location as of January 1st)		
If this is in error, provide correct location.		Should Mailing Address Be Changed?
What is the type of business activity at this location?		sic/naics: 6531
Business Owner(s) or Stockholders:		
Business Telephone:	Contact Person:	Telephone #:
E-mail Address: ABCCompany@abccompany	.com	lew E-mail Address:
Shelby County Business License ACCOUNT NO: 7777777	77	Fax #:
Date Business Began:	Formerly Operated A	5. <u> </u>
IF YOU WERE OUT OF BUSINESS IN THIS COUNTY O	ON JANUARY 1. PLEASE NOTIFY THE ASSES	SOR OF PROPERTY OF THE DATE YOU WENT
OUT OF BUSINESS IN ORDER TO AVOID A FORCED ASS		
ART II - OWNED PERSONAL PROPERTY	navatvatvatva	
		020, including items fully depreciated or expensed in your accounting record
		rsonal property leased or rented and used in your business MUST be reported in rol equipment must be reported in PART IV and PART V of this schedule, not this section
eparate schedule should be filed for each business location.	to report a nonstandard value and qualified policitori conti	or equipment must be reported in PART IV and PART V or this scriedule, not this section
		d on the schedule, you need only report new cost totals resulting from acquisition o
position of property in the REVISED COST column. (Revised cost = Cost FASE VISIT OUR WERSITE.	on file + acquisitions - dispositions) Please report cost in v	vhole dollars. FOR SCHEDULE INSTRUCTIONS AND ADDITIONAL FILING INFORMATION
TERNATIVE REPORTING FOR SMALL ACCOUNTS - If you	a believe the depreciated value of your property is \$1,000	or less, you may use the Small Accounts Certification (on reverse side) instead
reporting detailed cost below. With this certification, subject to audit, you	ar assessment per this schedule will be set to \$300.	

& All Other Property Not Listed In Another Group 0 Part IV Appraisal Last Year: 10 000 THE REVERSE SIDE OF THIS FORM

Personal Property Schedule (continued)

Part II – Owned Personal Property Asset Groups

- ▶ Group 1 Furniture, fixtures, general equipment, and all other property not listed in another group.
- Group 2 Computers, copiers, fax machines, peripherals and tools. (Small hand tools only.)
- ▶ Group 3 Molds, dies, and jigs.
- Group 4 Aircraft, towers, and boats.

- Group 5 Manufacturing machinery.
- Group 6 Billboards, tanks, and pipelines.
- Group 7 Scrap property.
- Group 8 Raw materials and supplies.
- ▶ Group 9 Vehicles.
- Group 10 Construction-in-Process (CIP).

The Personal Property Schedule (continued)

The Schedule also consists of:

- Part III Leased Property. Report all items leased or rented and used in your business operation as of January 1.
- Part IV Owned Items with
 Nonstandard Values. This section should
 be used if you wish to report property
 with a value different from the
 depreciated cost. Supporting
 documentation is required to be
 submitted along with the original timely
 filed schedule before such value will be
 considered by the Assessor.
- Part V Alternative Reporting for Small Accounts. If the total value of all property used to operate your business is \$1,000 or less, the "Small Accounts certification Box" may be checked.

-Report the sort was displayed for the first fir	the lessor purch dvertised retail r e in your busine	ased the properties if lessor's ss/profession of	arty being used. acquisition cost is unfor ir for an employee to u	nown. se on behalf of your	business/profess	ion? YesNo	**-Report the year of saquisition by the leaved if the leave purchased the property behind leave. **-Report the year of saquisition by the leave if the leave purchased the property behand on the leave of the leav	Jurkslictional Change: New Town Gode:
Depr. Item Description, Make Group and Model Number Au	*Year *Acquired *	** Cost	Terms of Lease and Year Lease Began	Monthly Rent	Lease	Name of Lessor	Address of Lessor	
	1			Ì				Code Type Schedule Filed? (YNA)
Ì	1							Date More Info: Requested? (Y/N)
	T							Date Desk Audit By:
	-							Date
		If ade	If additional space is needed, attach a separate sheet using the same format	d, attach a separate s	sheet using the sa	ame format.		Field Audit By:
PART IV - OWNED ITEMS WITH NONSTANDARD VALUES	DARD VALUE	os .					ASSESSOR'S NOTESNONSTANDARD VALUE	
Report property on which you with to report a value different from standard depreciated cost where such value more doubly reflects fair market value. The assessor may request supportive evidence before accepting such a value, such as recent appraisals and authoritative price or valuation guides for subject property.	e different from s ccepting such a v	tandard deprectal	lated cost where such va cent appraisals and auth	ilue more closely reflectionitative price or valu	cts fair market valu lation guides for su	e. The bject property.		Brook Audit By:
Group Item Description	Year Made	Original Cost	Cost Depu	Value as of January 1, 2020	- >	Assessor's Use Only		Date
		П						Business Code-SIC Review Code:
If additional space is	needed, attach a		400					Abstract Notes
separate sheet using the same format.	the same format.		lotal					ather add a specific
PART V - POLLUTION CONTROL						Т	ASSESSOR'S NOTESPOLLUTION CONTROL	
Report Pollution Control Equipment qualified under T.C.A. 67-5604 in this section. A copy of the pollution control certificate is required	alified under T.(C.A. 67-5-604	in this section. A copy	y of the pollution cor	ntrol certificate is	s required.		
Group Item Description	Year Made	Original Cost	Cost Page.	Value as of January 1, 2020		Assector's Use Only		Prince Makes
								Other Notes:
	needed, attach a he same format.		Total					
If additional space is needed, attach a separate sheet using the same format.	SMALL ACC	OUNTS	eft, I certify that the tot st If this certification is	al depredated value proven false.	of my property, a	all groups, is \$1,000 or less. I u	nderstand this certification is	
If additional space invested, all other and the certification is reparted invested by the certification is reparted in the certification in the certification is properly all groups, is \$1,000 or less, funderstand this certification is problem by penalty and may be subject to sallowly penalty and cost if this certification is proven fixe.	By checking the ect to statutory p	vention of any co			documents, is tru	e correct and complete to t		
Final Process of the Control of Section (Section Procedul Attitude) PART VI. ALTERNATIVE REPORTING FOR SNALL ACCOUNTS SAME ACCOUNTS (SETTER ACTIVE PROPERTIES FOR SNALL ACCOUNTS) SAME ACCOUNTS (SETTER ACTIVE OF TOWNS) TOWNS (SETTER ACTIVE OF TOWNS) SAME ACCOUNTS (SETTER ACTIVE OF TOWNS) TOWNS (SETTER ACTIVE OF TOWNS) SAME ACCOUNTS (SETTER ACTIVE OF TOWNS) TOWNS (SETTER ACTIVE OF T). By checking the ect to statutory pertify that the inf	ormation conta	ined herein, including	any accompanying o		to leave division mine from the contract of	ne best of my knowledge and belief.	
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File your Personal Property Schedule to the Assessor by March 1

- ▶ Shelby County business owners are required to file a Personal Property Schedule to the Assessor no later than March 1st of each year.
- Failure to file by this deadline will result in a Forced Assessment on the business owner's account. A Forced Assessment is an assessment resulting from an estimation of value based upon a field inspection of the property, previously reported information adjusted for growth or it may be estimated based upon the value of personal property for a similar business. A tax bill will be generated from a forced assessment. A Forced Assessment may only be corrected by filing an appeal with the Shelby County Board of Equalization.
- Fiven if your business has <u>closed</u> during the year, you must still file the Schedule to report that information. Or, even if you have been issued a business license and you have not started your business, you must file a schedule stating that the business has not started.

Options for Filing your Personal Property Schedule to the Assessor

- Express Filing The fastest way if you are not making any changes to your previous year filing. Just telephone the Assessor's Answer Center and provide your PIN number for processing your schedule. This feature is not available to business owners filing for the first time.
- Online Filing Save time by filing your schedule online via the Assessor's Website. It is the easiest way to file if you have changes to report. You must have the Pin # located on the mailed schedule available. Call our office to obtain it if necessary.
- Mail or Walk-In Mail or bring the completed Schedule to our East Office, 1075 Mullins Station Rd, Memphis TN 38134. Remember to print and sign your name and to provide your title and date of completion.

How are the Appraised and Assessed Values for Personal Property Calculated?

The appraisal calculation process begins with a desk audit of the filed schedule. If necessary, a field/site audit may be performed.

A **Desk Audit** is an in-house review of the filed schedule by a staff auditor. Each schedule is reviewed for <u>accuracy</u> and <u>consistency</u> with previously filed schedules and for comparable business of like nature.

A Field/Site Audit is an onsite inspection that may be performed to compare business' assets to the filed schedule. Field inspections are also done to gather information for a forced assessment.

The audit may result in the schedule being adjusted or accepted as filed.

- Once the audit is completed, the appraised value is calculated by multiplying the cost in each group for each year times the related state provided standard depreciation factor. The results of the calculations are then totaled to arrive at the appraised value.
- The assessed value for personal property is 30% of the total appraised value.

Assessment Change Notices are Mailed

On April 20th the Assessor will mail Assessment Change Notices advising business owners of their new/current and previous year appraisals and assessments.



The Process to Correct the Appraised and Assessed Values

- An owner who disagrees with the values shown on the Assessment Change Notice may <u>amend the personal property schedule</u> filed with the Assessor at any time on or before September 1 following the tax year if the original schedule was timely and accepted as filed.
- If an owner disagrees with the values and has received a "Forced" or "Adjusted" assessment, the owner <u>must</u> appeal the assessment to the <u>Shelby County Board of Equalization</u> and submit a personal property schedule, along with supporting documentation, to the Board.

Questions?



If you have questions or need further information, please call our Personal Property Department at 901-222-7002 between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. A staff member will be happy to assist you.