



Save Time and File your 2025 Schedule online.

See our Website for details.

www.assessor.shelby.tn.us

**Shelby County
Tennessee**

January 10, 2025

**Melvin Burgess
Assessor**

**Making No Changes to your 2025
Schedule?**

**Use our "Express File" Feature by
calling 901-222-7002 or 901-672-6930**

~ See Details Below ~

Dear Business Owner:

If you operate a business in Shelby County, Tennessee, this year the law requires that you file a Personal Property Schedule on or before March 3, 2025. Failure to file by this deadline will result in a **Forced Assessment** of your personal property. Even if your business is closed, you must still file the schedule providing the date your business closed.

A Forced Assessment is an assessment resulting from an estimation of value. That value may be estimated based upon a field inspection of your property, previously reported information adjusted for growth or it may be estimated based upon the value of personal property for a similar business. Once you have received a Forced Assessment, the only way to adjust your account is by filing an appeal or requesting Forced Assessment Relief. If you do not file an appeal or request relief, you will forfeit your rights to any adjustments for this tax year.

Enclosed is your 2025 Personal Property Schedule along with some useful information to assist you in filing this year's form. You have three ways to file. You may complete the schedule and either mail it or drop it by our office. You may save time by filing your schedule online via the Assessor's Website at www.assessor.shelby.tn.us. Also, we are offering "Express Filing" for businesses that are not making any changes to the enclosed 2025 Schedule. To "Express File," please call our Action Center at 901-222-7002 or 901-672-6930, and be ready to provide your account and PIN numbers printed on your 2025 Schedule. Again, only businesses that are not making any changes to their schedule may use the Express File option. Please see our Website for more filing information.

If you have any questions, need assistance in completing your schedule or need additional forms, call us at 901-222-7002. You may also visit our office at 1075 Mullins Station Road. (Please see map on the back of this letter.) Our normal office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Again, please do not hesitate to contact our office if we may be of any assistance. We are always eager to be of service.

Sincerely,

Melvin Burgess

Disclaimer: Your schedule may be transmitted by the appraisers to expedite the appraisal process