

BUSINESS PERSONAL PROPERTY ASSESSMENTS

GUIDE TO
PROPER FILING
AND
GENERAL INFORMATION



*FORM MUST BE FILED BY SEPTEMBER 1ST
IF YOU FAIL TO FILE, YOU WILL BE SUBJECT
TO INTEREST AND PENALTIES*

**MORGAN COUNTY
ASSESSOR'S OFFICE
RONALD G. MCINTIRE, ASSESSOR
77 FAIRFAX STREET
ROOM 103
BERKELEY SPRINGS, WV 25411
304-258-8570**

**OFFICE HOURS
MONDAY thru FRIDAY 9-5**

Dear Business Owner,

I have prepared this pamphlet to assist you in completing your business personal property return.

As a business owner in West Virginia, your business is subject to ad valorem taxes. You are required under West Virginia law to complete Form STC 12:32C "Commercial Business Property Return" and return to this office on or before **September 3, 2019. (due to weekend & holiday)** State law allows the Assessor to prepare estimate returns for those businesses that do not respond on time. Those who file late, or who fail to file, will have their taxes based on estimated values and forfeit the right to challenge erroneous or over-estimated values. In addition, West Virginia State Code §11-3-10 directs the Assessor to impose a fine of \$25-\$100 for non-filers and late filers. It is important to note that State law mandates these regulations.

As your Assessor, my number one priority is to serve the citizens of Morgan County as fairly and honestly as possible. Your comments are always welcomed and appreciated.

If you need further assistance, please feel free to stop by or call my office. My staff and I will be more than happy to assist you in a courteous and helpful manner.

Sincerely,
Ronald G. McIntire
Morgan County Assessor

DO I HAVE TO COME INTO THE OFFICE TO FILE THE ASSESSMENT?

No. You do not have to come into the office to file. In fact, we encourage you to mail the assessment with all information required.

DO I HAVE TO COMPLETE ALL SCHEDULES OF THE FORM?

YES, you must complete ALL SCHEDULES of the return. If a schedule does not apply, list "NONE". If you have not completed **ALL**

schedules, your return **WILL** be rejected and returned to you for completion. Please do not write "SAME" on any of the schedules.

WHAT DO I DO IF MY BUSINESS HAS CLOSED?

If you are no longer in business, list the date of business closing, sign the form, and return it to the Assessor's Office to have your account deleted from our records.

WHAT DO I NEED TO SEND IN WITH RETURN?

In addition to completing all schedules of the form:

- Corporations and Partnerships are to submit a **balance sheet as of June 30 each year.**
 - Sole proprietors are to submit a **Schedule C** from their prior year income tax return.
 - All businesses are to submit a **depreciation schedule** and an asset listing of all machinery and equipment, furniture and fixtures, with year acquired and purchase cost.
- If the above information is not submitted, as required, your return may be rejected and returned to you.**

BASIC BUSINESS INFORMATION (PG. 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 printed label is on the form, please verify the information is correct. If not, make any necessary corrections.

**LIST YOUR PHYSICAL ADDRESS IF
OTHER THAN YOUR MAILING ADDRESS**

PROPERTY YOU LEASE FROM OTHERS (PG. 1)

Please list all property you lease from others, with date acquired and cost of machinery and equipment, furniture and fixtures, and/or gross annual rent. We must have the name, address and phone number of the property owner and the property leased. Attach additional sheets if necessary.

REAL ESTATE (PG. 1)

Item 1: List all Morgan County real estate property owned by your company. For the description, please note the district, map and parcel number, which can be found on your tax statements.

Item 2: List improvements or deletions.

BUILDINGS ON LEASED LAND (PG. 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 (PG. 2) MACHINERY AND EQUIPMENT, FURNITURE AND FIXTURES, LEASEHOLD IMPROVEMENTS AND COMPUTERS

List all of the above in the calendar **year of purchase and purchase cost.** Property that is owned and still in use, but which has been fully depreciated or written off, must be reported.

Computer equipment is to be listed separately to receive correct depreciation (5-year life).

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 and Equipment."

What are leasehold improvements?

Leasehold improvements are any permanent improvements and/or additions, exclusive of buildings, to leased property, which have been made by the lessee. Some examples of this would be building a mounted sign, a commercial exhaust system, or additional walls. All leasehold improvements are to be reported on **Schedule A**

SCHEDULE B (PG. 3) INVENTORY, CONSIGNED INVENTORY, PARTS AND SUPPLIES

Taxpayer is to report all consigned goods, all inventory and merchandise, including parts, for resale,

and all supplies, and parts held for owner's use, in warehouse or in storage.

Dealers of new and used motor vehicles, motorcycles, RV's, trailers, motor boats, mobile homes and manufactured homes are required to complete and attach the "**Vehicle Dealers Inventory Worksheet**" in lieu of Schedule B.

Daily passenger rental car inventory companies should complete and attach the "**Rental Car Inventory Worksheet**" in lieu of Schedule B.

All dealers must submit an Income Statement to support information appearing on the worksheet.

Warehouse Freeport Tax Amendment

This exemption generally applies to industrial accounts that are assessed by the State. This exemption does not apply to Inventory of Natural Resources

SCHEDULE C (PG. 3) MACHINERY & TOOLS IN PROCESS OF INSTALLATION

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

SCHEDULE D (PG. 3) OTHER PERSONAL PROPERTY

This section is used to cover all other property not covered by a special section on the form. This may include business libraries, reference books, movable storage buildings, furniture and fixtures in process, household goods leased out for gain, etc. List **cost and date acquired** of all other personal property not reported on other schedules.

SCHEDULE E (PG. 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 your company **except those using apportioned plates**. 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. **Please provide vehicle identification numbers (VIN).**

If you have more than six vehicles, you are required to complete Form STC 12:00 "Itemized Fleet Vehicle Report".

We need the following information to accurately value your vehicles, etc. properly. Failure to file the necessary information will result in your vehicle and other property being appraised at a higher value.

AUTOMOBILES: Year, Make, Model, Vehicle Identification Number (VIN),

4 Wheel Drive, date acquired and cost.

Trucks: Year, Make, Model, Vehicle Identification Number (VIN), 4 Wheel Drive, ½ ton, ¾ ton etc. date acquired and cost.

LARGE TRUCKS: Year, Make, Model, Vehicle Identification Number (VIN), Gross Weight, Axle, date acquired and cost.

TRAILERS: Year, Make, Model, Vehicle Identification Number (VIN), type (utility, car, dump, flatbed, etc.), length, axles, date acquired and cost

Do not list a leased vehicle. Verify with your leasing company if they file. This will prevent double assessments. Most leasing companies send a rendition of all leased vehicles.

A PERSONAL PROPERTY TAX RECEIPT IS NEEDED WHEN RENEWING YOUR REGISTRATION WITH DMV (MOTOR VEHICLE, BOAT, BOAT TRAILER, UTILITY TRAILER, ETC.)

YOU CAN RENEW YOUR REGISTRATION AT THE MORGAN COUNTY SHERIFF'S TAX OFFICE (FOR AN ADDITIONAL \$1) IF THE RENEWAL IS FOR A CAR OR MOTORCYCLE (CLASS A OR G TAG)

IF YOUR REGISTRATION RENEWAL FALLS BETWEEN: MAY 1, 2019 – APRIL 30, 2020 YOU WILL NEED YOUR 2018 PAID TAX RECEIPT

SHEEP/GOAT

Please include a \$1.00 fee for each Sheep/Goat of breeding age.

SCHEDULE F (PG. 4) INCOMPLETE CONSTRUCTION

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

SCHEDULE G (PG. 4) SALVAGE VALUE OF MACHINERY AND EQUIPMENT

Machinery and Equipment that have been fully depreciated and are no longer used as part of business operations should be listed in this section. These items are not reported in SCHEDULE A.

SCHEDULE H (PG. 4) POLLUTION CONTROL FACILITIES

All pollution control facilities installed after July 1, 1973, and **approved** by the Water Resource Division of 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.

OTHER INFORMATION REQUIRED WITH THIS RETURN

Type of Business entity: Please check one.

Description of Business Activity: Please write *principal activity of business*. This information is used to determine the *NAICS code (if one is not previously assigned) which is very important in categorizing your business for depreciation of Schedule A assets.

Federal Employers Identification

(FEIN) – REQUIRED - if a business is sole owner and does not have employees, the id number is the employer's social security number with 001 at the end.

***NORTH AMERICA INDUSTRY
CLASSIFICATION SYSTEM CODE
(NAICS)**

DEPRECIATION SCHEDULE

BALANCE SHEET in lieu of a balance sheet, a Profit or Loss Statement (Schedule C) from your Federal Income Tax Return may be submitted.

Failure to attach these items will be grounds upon which the County Assessor may reject this return.

If either Depreciation Schedule or Balance Sheet is not attached, please explain why?

*Your Assessor does not set your property tax. Your bill is determined by multiplying a Tax Rate against your assessed value. (60% of market value) Remember, the Assessor determines your assessed value and the levy rate is determined by the WV Legislature (for the Board of Education), the County Commission (for the county) and the Municipalities (for the towns, Town of Bath and Town of Paw Paw). Levy rate sheets are prepared for your convenience and may be obtained in the Assessor's Office. **(please see tax information tab for additional information on Levy Rates).***

ATTENTION NEW RESIDENTS

WV CODE 17A-3-1a REGISTRATION OF VEHICLES OF NEW RESIDENTS

Every owner of a motor vehicle, trailer or other vehicle shall, within **thirty** days after taking up residence in the state, apply to the department of motor vehicles and obtain registration and title for the vehicle.

WV CODE 17A-3-3b MOTOR VEHICLES BELIEVED ILLEGALLY UNREGISTERED; ASSESSOR TO MAKE VERIFICATION

On information and belief, the Assessor has reason to believe that a motor vehicle has not been properly registered in this state, he or she shall give notice by posting on the vehicle a notice advising the owner of the vehicle to contact the office of the assessor within fifteen days to verify as to the owners true and actual residency.

ANYONE WHO BELIEVES A VEHICLE SHOULD BE REGISTERED IN WV MAY CONTACT THE ASSESSOR'S OFFICE EITHER BY PHONE @ 304-258-8570 OR BY MAIL @ 77 FAIRFAX STREET ROOM 103 BERKELEY SPRINGS, WV 25411 YOU MAY REMAIN ANONYMOUS AND ANY INFORMATION PROVIDED WILL BE KEPT STRICTLY CONFIDENTIAL