

# INSTRUCTION SHEET

## INSTRUCTIONS FOR PAGE ONE - BUSINESS PERSONAL PROPERTY TAX RETURN

1. IF TAXPAYER NAME OR ADDRESS HAS CHANGED OR IS INCORRECT PROVIDE CORRECT NAME AND ADDRESS IN THE SPACE PROVIDED.
2. **TO AVOID A 10% PENALTY THIS RETURN MUST BE FILED NO LATER THAN DATE LISTED UNDER THE DUE DATE COLUMN ON PAGE ONE.**
3. TAXPAYER RETURN VALUE: GEORGIA LAW (O.C.G.A.§ 48-5-6) REQUIRES THE TAXPAYER TO RETURN PROPERTY AT ITS FAIR MARKET VALUE, IF THE VALUES INDICATED FROM SCHEDULES A, B, OR C, DO NOT IN YOUR OPINION REFLECT FAIR MARKET VALUE YOU MAY LIST YOUR OPINION HERE. ATTACHMENTS MUST BE PROVIDED BY YOU LISTING THE REASONS FOR CHANGE.
4. VALUE FROM SCHEDULE A, B & C: SCHEDULES A, B & C SHOULD BE COMPLETED AND THE TOTAL VALUES FROM THESE SCHEDULES SHOULD BE LISTED IN THIS COLUMN.
5. CODES: THIS COLUMN IS FOR TAX OFFICIALS USE ONLY.
6. TAXPAYERS OATH: THIS OATH MUST BE SIGNED BY THE TAXPAYER OR AGENT, DATED AND WITNESSED BY THE TAX RECEIVER, TAX COMMISSIONER OR NOTARY PUBLIC IN ORDER FOR THIS TO BE A VALID RETURN.

## INSTRUCTIONS FOR PAGE TWO - GENERAL INFORMATION AND IMPORTANT INFORMATION

1. THE INFORMATION REQUESTED IN THE GENERAL INFORMATION SECTION IS VERY IMPORTANT. THIS AREA SHOULD BE COMPLETED IN DETAIL.
2. THE INFORMATION FOUND IN THE REFERENCE INFORMATION SECTION MAY BE OF GREAT INTEREST TO THE TAXPAYER. THIS SECTION CONTAINS INFORMATION ABOUT VARIOUS LAWS AND EXEMPTIONS THAT MAY BE AVAILABLE TO THE TAXPAYER.

## INSTRUCTIONS FOR PAGE THREE - SCHEDULE A - FURNITURE / FIXTURES / MACHINERY / EQUIPMENT

1. THIS SECTION PROVIDES FOR THE UNIFORM CALCULATION OF VALUE FOR ALL ASSETS OF THE BUSINESS OWNED ON JANUARY 1 OF THIS YEAR. EXPENSED ASSETS AS WELL AS CAPITALIZED ASSETS SHOULD BE LISTED AND VALUED USING INDICATED SCHEDULE. LEASEHOLD IMPROVEMENTS PERSONAL PROPERTY IN NATURE AND TRADE FIXTURES SHOULD ALSO BE REPORTED ON THIS SCHEDULE.
2. THE INDICATED COST APPROACH VALUE OF ASSETS FOR TAX PURPOSES IS COMPUTED BY MULTIPLYING THE TOTAL ORIGINAL COST NEW BY THE COMPOSITE CONVERSION FACTOR OF EACH YEAR'S ACQUISITIONS LISTED IN THE APPROPRIATE USEFUL LIFE GROUP, COST AMOUNTS ARE SUBJECT TO AUDIT.
3. COST SHOULD INCLUDE INSTALLATION, TRADE-IN ALLOWANCES, SALES TAX, INVESTMENT CREDITS, TRANSPORTATION, ETC.
4. INTERNAL REVENUE SERVICE PUBLICATION 946 "HOW TO DEPRECIATE PROPERTY" REVISED 1998 APPENDIX B - TABLE OF CLASS LIVES AND RECOVERY PERIODS - COLUMN HEADED "CLASS LIFE IN YEARS" - STARTING ON PAGE 91, SHOULD BE USED FOR DETERMINING THE USEFUL LIFE GROUP OF AN ASSET FOR AD VALOREM TAX PURPOSES. SEE EXAMPLES OF USEFUL LIFE GROUPS LISTED BELOW.
5. DEDUCT COST OF ITEMS DISPOSED OF OR TRANSFERRED OUT FROM THE COST OF ASSETS ACQUIRED DURING THE CORRESPONDING YEAR, ADD COST OF ITEMS TRANSFERRED IN. (DISPOSALS INCLUDE ONLY THOSE ITEMS WHICH HAVE BEEN SOLD, JUNKED, TRANSFERRED OR OTHERWISE NO LONGER LOCATED AT THE BUSINESS ON JANUARY 1, THIS YEAR). LIST DISPOSALS AND ITEMS TRANSFERRED OUT AND REASONS FOR DISPOSALS OR TRANSFER ON PAGE 4 UNDER DISPOSALS.
6. **A COPY OF THE MOST CURRENT ASSET LISTING INDICATING THE DATE OF ACQUISITION, ORIGINAL COST, AND DESCRIPTION OF EACH ASSET SHOULD BE SUBMITTED WITH THIS SCHEDULE. IF AN ASSET LISTING IS NOT AVAILABLE PLEASE SUBMIT A COPY OF YOUR MOST CURRENT I.R.S. FORM 4562 DEPRECIATION SCHEDULE AND ALL SUPPLEMENTAL SCHEDULES UTILIZED TO DEVELOP DEPRECIATION DEDUCTION FOR A.C.R.S. ASSETS AND ASSETS LISTED UNDER THE COLUMN HEADED "OTHER DEPRECIATION" AS WELL AS SUPPLEMENTAL DEPRECIATION SCHEDULE USED FOR M.A.C.R.S. ASSETS. THIS INFORMATION IS NEEDED FOR VERIFICATION PURPOSES AND IS NOT AVAILABLE FOR PUBLIC INSPECTION (O.C.G.A.§ 48-5-314.)**

## DEPRECIATION GROUPING EXAMPLES

GROUP 1: ECONOMIC LIFE OF 5-7 YEARS	GROUP 2: ECONOMIC LIFE OF 8-12 YEARS	GROUP 3: ECONOMIC LIFE OF 13 YEARS OR MORE	GROUP 4: ECONOMIC LIFE OF 1-4 YEARS ALSO ASSET CLASS 00.12 IRS PUBLICATION 946
1) COPIERS, DUPLICATING EQUIP., TYPEWRITERS	1) OFFICE FURNITURE, FIXTURES AND EQUIPMENT	1) PETROLEUM REFINING EQUIPMENT	1) COMPUTERS - NON PRODUCTION
2) CALCULATORS, ADDING AND ACCOUNTING MACHINES	2) AGRICULTURE MACHINERY AND EQUIPMENT	2) GRAIN AND GRAIN MILL PRODUCTS (MFG.)	2) PERIPHERAL COMPUTER EQUIPMENT
3) ELECTRONIC INSTRUMENTATION MFG.	3) COTTON GINNING ASSETS	3) MFG. OF SUGAR AND SUGAR PRODUCTS	3) JIGS, DIES, MOLDS, PATTERNS
4) CONSTRUCTION EQUIPMENT	4) MINING AND QUARRYING	4) MFG. OF VEGETABLE OILS AND PRODUCTS	4) SPECIAL TOOLS AND GAUGES
5) TIMBER CUTTING EQUIPMENT	5) MFG. OF TEXTILE PRODUCTS	5) MFG. OF TOBACCO AND TOBACCO PRODUCTS	5) RETURNABLE CONTAINERS
6) MFG. OF ELECTRONIC COMPONENTS & PRODUCTS	6) MFG. OF WOOD PRODUCTS AND FURNITURE	6) MFG. OF PULP AND PAPER	6) SPECIALTY TRANSFER AND SHIPPING DEVICES
7) RADIO AND T.V. BROADCASTING EQUIP.	7) PERMANENT SAWMILLS	7) MFG. OF RUBBER PRODUCTS	7) PALLETS
8) DRILLING OF OIL AND GAS WELLS	8) MFG. OF CHEMICALS AND ALLIED PRODUCTS	8) MFG. OF CEMENT	8) RENTAL MOVIES
9) TEMPORARY SAWMILLS	9) MFG. OF FINISHED PLASTICS PRODUCTS	9) MFG. OF STONE AND CLAY PRODUCTS	9) CARD READERS
10) ANY SEMICONDUCTOR MFG. EQUIPMENT	10) MFG. OF LEATHER AND LEATHER PRODUCTS	10) MFG. OF PRIMARY NONFERROUS METALS	10) HIGH SPEED PRINTERS
11) TELEGRAPH AND SATELLITE COMMUNICATIONS	11) MFG. OF ELECTRICAL AND NON-ELECTRICAL MACHINERY	11) MFG. OF FOUNDRY PRODUCTS	11) DATA ENTRY DEVICES
12) VENDING EQUIPMENT, COIN OPERATED	12) MFG. OF ATHLETIC, JEWELRY AND OTHER GOODS	12) MFG. OF PRIMARY STEEL MILL PRODUCTS	12) TELEPRINTERS
13) RENTAL APPLIANCES AND TELEVISIONS	13) RETAIL TRADES FURNITURE AND FIXTURES	13) TANKS AND STORAGE	13) PLOTTERS
14) HAND TOOLS	14) RESTAURANT AND BAR EQUIPMENT	14) BILLBOARDS / SIGNS	14) TERMINALS, TAPE DRIVES, DISC DRIVES
15) NUCLEAR FUEL ASSEMBLIES	15) HOTEL AND MOTEL FURNISHINGS AND EQUIPMENT	15) RADIO / T.V. ANTENNAS AND TOWERS	15) MAGNETIC TAPE FEEDS
16) FISHING EQUIPMENT	16) AUTOMOBILE REPAIR AND SHOP EQUIPMENT	16) COLD STORAGE AND ICE MAKING EQUIP.	

## INSTRUCTIONS FOR PAGE FOUR - BUSINESS PERSONAL PROPERTY SCHEDULE B - INVENTORY

1. INVENTORY SHOULD BE REPORTED AT 100% COST ON JANUARY 1 THIS YEAR. COST SHOULD INCLUDE, BUT NOT BE LIMITED TO, FREIGHT IN, OVERHEAD OR BURDEN, FEDERAL, STATE, OR LOCAL TAXES, OR ANY OTHER CHARGES IMPOSED UPON THE ITEM THAT MAKES IT MORE VALUABLE TO THE OWNER. COSTS WILL BE ARRIVED AT BY CONVERTING ANYTHING OTHER THAN CURRENT COST BACK TO COST. "LIFO" IS NOT ACCEPTABLE.
2. THE NAME AND ADDRESS OF THE LEGAL OWNER OF ANY CONSIGNED GOODS OR ANY OTHER TYPE GOODS NOT OWNED BY YOU AND NOT REPORTED UNDER SCHEDULE B SHOULD BE LISTED UNDER THE CONSIGNED GOODS SECTION. THIS WILL INSURE THAT THE TAXES ARE CHARGED TO THE LEGAL OWNER.
3. SCHEDULE C - CONSTRUCTION IN PROGRESS - IF YOU HAD ANY UNALLOCATED COST FOR CONSTRUCTION IN PROGRESS, WHICH IS PERSONAL PROPERTY IN NATURE, THAT WAS NOT REPORTED UNDER SCHEDULE A IT SHOULD BE REPORTED UNDER SCHEDULE C. A DESCRIPTION OF THE PROPERTY, YEAR ACQUIRED, USEFUL LIFE IN YEARS, AND TOTAL COST SHOULD BE REPORTED.
4. IF YOU HAD IN YOUR POSSESSION ON JANUARY 1 ANY LEASED OR RENTED EQUIPMENT, MACHINERY, FURNITURE, FIXTURES, TOOLS, VENDING MACHINES, OR OTHER TYPES OF PROPERTY, THE LEGAL OWNERS NAME AND ADDRESS SHOULD BE LISTED UNDER THE SECTION HEADED LEASED OR RENTED EQUIPMENT. THIS WILL INSURE THAT THE TAXES ARE CHARGED TO THE LEGAL OWNER.

**NOTE: SCHEDULES A, B, AND C AND ALL DOCUMENTS FURNISHED BY THE TAXPAYER ARE CONSIDERED CONFIDENTIAL AND NOT OPEN TO PUBLIC INSPECTION. O.C.G.A.§ 48-5-314. RETURNS ARE PUBLIC INFORMATION.**

# BUSINESS PERSONAL PROPERTY TAX RETURN

THIS RETURN IS CONSIDERED PUBLIC INFORMATION AND WILL BE OPEN FOR PUBLIC INSPECTION. RETURN COMPLETED FORM TO ADDRESS LISTED BELOW.

FOR OFFICE USE ONLY

COUNTY NAME AND RETURN ADDRESS	TAX YEAR	IF ASSISTANCE NEEDED CALL	ACCOUNT NUMBER
	<b>DUE DATE</b>	MAP AND PARCEL I.D. NO.	NAICS NUMBER
	TAXPAYER NAME AND ADDRESS		

BUSINESS PHYSICAL LOCATION

**TO AVOID A 10% PENALTY FILE NOT LATER THAN DUE DATE LISTED ABOVE. THIS RETURN IS SUBJECT TO AUDIT BY THE BOARD OF TAX ASSESSORS UNDER O.C.G.A. § 48-5-299 AND 48-5-300 AND MUST BE COMPLETED AND SIGNED BELOW.**

IF MAILING ADDRESS OR NAME IS INCORRECT PLEASE CORRECT IN SPACE PROVIDED BELOW

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PERSONAL PROPERTY STRATA	TAXPAYER RETURNED VALUE, AS OF JAN. 1 (FILL ALL BLANKS, IF NONE STATE NONE).	VALUE FROM SCHEDULES A, B & C ATTACHED	FOR TAX OFFICE USE ONLY	C O D E S
A- AIRCRAFT - INCLUDES AIRPLANES, ROTOCRAFT AND LIGHTER-THAN-AIR VEHICLES. COMMERCIAL AIRLINE FLIGHT EQUIPMENT IS RETURNED TO THE STATE REVENUE COMMISSIONER.		ATTACH MARINE/ AIRCRAFT SCHEDULE "D"		
B- BOATS AND MOTORS - INCLUDES ALL CRAFT OPERATED IN AND ABOVE THE WATER, THE MOTORS BUT NOT THE LAND TRANSPORT VEHICLES (TRAILERS).		ATTACH MARINE/ AIRCRAFT SCHEDULE "D"		
F- FURNITURE / FIXTURES / MACHINERY / EQUIPMENT - INCLUDES ALL FIXTURES, FURNITURE, OFFICE EQUIPMENT, COMPUTER HARDWARE, PRODUCTION MACHINERY, OFF-ROAD VEHICLES, FARM EQUIPMENT AND IMPLEMENTS, TOOLS AND IMPLEMENTS OF MANUAL LABORERS' TRADE, LEASEHOLD IMPROVEMENTS PERSONAL PROPERTY IN NATURE AND CONSTRUCTION IN PROGRESS PERSONAL PROPERTY IN NATURE.				
I- INVENTORY - INCLUDES ALL RAW MATERIALS, GOODS IN PROCESS, FINISHED GOODS, LIVESTOCK AND AGRICULTURAL PRODUCTS, ALL CONSUMABLE SUPPLIES USED IN THE PROCESS OF MANUFACTURING, DISTRIBUTING, STORING OR MERCHANDISING OF GOODS AND SERVICES, FLOOR PLANNED INVENTORY AND SPARE PARTS. DOES NOT INCLUDE INVENTORY RECEIVING FREEPORT EXEMPTION UNDER O.C.G.A. § 48-5-48.2				
P- FREEPORT INVENTORY - INCLUDES INVENTORY RECEIVING EXEMPTION UNDER O.C.G.A. § 48-5-48.2				
Z- OTHER PERSONAL - INCLUDES ALL PERSONAL PROPERTY NOT OTHERWISE DEFINED ABOVE.				
<b>TOTALS</b> →				

IT SHALL BE THE DUTY OF THE COUNTY BOARD OF TAX ASSESSORS TO INVESTIGATE AND TO INQUIRE INTO THE PROPERTY OWNED IN THE COUNTY FOR THE PURPOSE OF ASCERTAINING WHAT PROPERTY IS SUBJECT TO TAXATION AND TO REQUIRE THE PROPER RETURN OF THE PROPERTY FOR TAXATION.

## TAXPAYERS OATH

"I DO SOLEMNLY SWEAR THAT I HAVE CAREFULLY READ (OR HAVE HEARD READ) AND HAVE DULY CONSIDERED THE QUESTIONS PROPOUNDED IN THE FOREGOING TAX LIST, AND THAT THE VALUE PLACED BY ME ON THE PROPERTY RETURNED, AS SHOWN BY THE LIST, IS THE TRUE MARKET VALUE THEREOF; AND I FURTHER SWEAR THAT I RETURNED, FOR THE PURPOSE OF BEING TAXED THEREON, EVERY SPECIES OF PROPERTY THAT I OWN IN MY OWN RIGHT OR HAVE CONTROL OF EITHER AS AGENT, EXECUTOR, ADMINISTRATOR, OR OTHERWISE; AND THAT IN MAKING THIS RETURN, FOR THE PURPOSE OF BEING TAXED THEREON, I HAVE NOT ATTEMPTED EITHER BY TRANSFERRING MY PROPERTY TO ANOTHER OR BY ANY OTHER MEANS TO EVADE THE LAWS GOVERNING TAXATION IN THIS STATE. I DO FURTHER SWEAR THAT IN MAKING THIS RETURN I HAVE DONE SO BY ESTIMATING THE TRUE WORTH AND VALUE OF EVERY SPECIES OF PROPERTY CONTAINED THEREIN."

TAXPAYER OR AGENT X \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

TAX RECEIVER/COMMISSIONER OR NOTARY PUBLIC \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_ (SWORN OR SUBSCRIBED BEFORE ME)

# BUSINESS PERSONAL PROPERTY SCHEDULE A

FOR OFFICE USE ONLY

(FURNITURE / FIXTURES / MACHINERY / EQUIPMENT)  
THIS SCHEDULE IS CONSIDERED CONFIDENTIAL AND NOT OPEN TO PUBLIC INSPECTION.  
RETURN COMPLETED FORM TO ADDRESS LISTED BELOW.

COUNTY NAME AND RETURN ADDRESS

TAX YEAR

IF ASSISTANCE NEEDED CALL

ACCOUNT NUMBER

DUE DATE

MAP AND PARCEL I.D. NO.

NAICS NUMBER

TAXPAYER NAME AND ADDRESS

BUSINESS PHYSICAL LOCATION

YEAR ACQUIRED

PREVIOUSLY REPORTED ORIGINAL COST NEW

+  
OR  
-

TRANSFERS IN OR OUT OR DISPOSALS SEE INSTRUCTION SHEET

=

ADJUSTED ORIGINAL COST NEW

X

COMPOSITE CONVERSION FACTOR

=

INDICATED BASIC COST APPROACH VALUE

OFFICE USE ONLY

GROUP 1: TYPICAL ECONOMIC LIFE OF 5-7 YEARS (EXAMPLES ON INSTRUCTION SHEET)

		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		

GROUP 2: TYPICAL ECONOMIC LIFE OF 8-12 YEARS (EXAMPLES ON INSTRUCTION SHEET)

		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		

GROUP 3: TYPICAL ECONOMIC LIFE OF 13 YEARS OR MORE (EXAMPLES ON INSTRUCTION SHEET)

		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		

GROUP 4: TYPICAL ECONOMIC LIFE OF 1-4 YEARS ALSO ASSET CLASS 00.12 IN IRS PUBLICATION 946 (EXAMPLES ON INSTRUCTION SHEET)

		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		
		+		=		X		=		
		-		=		X		=		

TOTAL ALL GROUPS

ENTER TOTAL OF ALL GROUPS (INDICATED BASIC COST APPROACH VALUE) ON PAGE 1 LINE F UNDER VALUE FROM SCHEDULE COLUMN.

GENERAL INFORMATION - THIS SECTION SHOULD BE COMPLETED IN DETAIL

1. CHECK TYPE OF BUSINESS: COMMERCIAL  INDUSTRIAL  AGRICULTURAL
2. CHECK TYPE OF GA. INCOME TAX FILED: CORPORATION  INDIVIDUAL  PARTNERSHIP
3. FISCAL YEAR ENDING DATE OF BUSINESS: \_\_\_\_\_
4. FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_
5. STATE TAXPAYER IDENTIFICATION (S.T.I.) NUMBER: \_\_\_\_\_ STATE SALES TAX NUMBER: \_\_\_\_\_
6. NAME OF PRESIDENT OF CORPORATION OR OWNERS NAME: \_\_\_\_\_
7. DOING BUSINESS AS: \_\_\_\_\_
8. NAME ON BUSINESS LICENSE: \_\_\_\_\_
9. IF BUSINESS LOCATED WITHIN CITY LIMITS, LIST CITY NAME: \_\_\_\_\_
10. DATE BUSINESS BEGAN IN THIS COUNTY: \_\_\_\_\_ WAS RETURN FILED LAST YEAR? YES  NO
11. PERSON WHO SHOULD BE CONTACTED CONCERNING QUESTIONS ABOUT THIS RETURN:  
NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_
12. LOCATION OF SUPPORTING RECORDS: \_\_\_\_\_
13. PHONE NUMBER OF BUSINESS: \_\_\_\_\_ HOME OFFICE NUMBER: \_\_\_\_\_  
TOLL FREE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_
14. MAIN BUSINESS PRODUCT OR ACTIVITY: \_\_\_\_\_
15. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) NUMBER: \_\_\_\_\_
16. SQUARE FOOTAGE OF BUILDING: \_\_\_\_\_ IF RETAIL, SQUARE FOOTAGE OF RETAIL AREA: \_\_\_\_\_
17. IF YOU CLOSED OR SOLD YOUR BUSINESS, PLEASE LIST NEW OWNER'S NAME AND ADDRESS \_\_\_\_\_  
\_\_\_\_\_
18. DOES THE BUSINESS OWN A BOAT AND MOTOR? YES  NO  AIRCRAFT? YES  NO  IF YES, PLEASE REQUEST MARINE / AIRCRAFT SCHEDULE D.

REFERENCE INFORMATION

1. O.C.G.A. § 48-5-299 REQUIRES THE BOARD OF TAX ASSESSORS TO DILIGENTLY INVESTIGATE AND INQUIRE INTO THE PROPERTY OWNED IN THE COUNTY FOR THE PURPOSE OF ASCERTAINING WHAT PROPERTY, REAL AND PERSONAL IS SUBJECT TO TAXATION IN THE COUNTY AND REQUIRE ITS PROPER RETURN FOR TAXATION.
2. O.C.G.A. § 48-5-300 GRANTS THE BOARD OF TAX ASSESSORS AUTHORITY TO REQUIRE PRODUCTION OF BOOKS, PAPERS, OR DOCUMENTS, BY SUBPOENA, WHICH MAY AID IN DETERMINING THE PROPER ASSESSMENT.
3. O.C.G.A. § 48-5-269 GRANTS THE STATE REVENUE COMMISSIONER THE AUTHORITY TO PRESCRIBE THE FORMS, BOOKS, AND RECORDS TO BE USED FOR STANDARD PROPERTY TAX REPORTING FOR ALL TAXING UNITS, INCLUDING BUT NOT LIMITED TO, THE FORMS, BOOKS, AND RECORDS TO BE USED IN THE LISTING, APPRAISAL AND ASSESSMENT OF PROPERTY AND HOW THE FORMS, BOOKS, AND RECORDS SHALL BE COMPILED AND KEPT.
4. O.C.G.A. § 48-5-269.1 GRANTS THE STATE REVENUE COMMISSIONER THE AUTHORITY TO ADOPT AND REQUIRE THE USE OF UNIFORM PROCEDURAL MANUAL FOR APPRAISING TANGIBLE REAL AND PERSONAL PROPERTY.
5. IN ACCORDANCE WITH THE ABOVE SECTIONS OF THE GEORGIA CODE THIS RETURN AND SCHEDULES ARE SUBMITTED TO YOU FOR YOUR COMPLETION. FAILURE TO FILE A COMPLETED COPY OF THIS FORM MAY LEAD TO AN AUDIT OF YOUR RECORDS AND/OR THE PLACING OF AN ASSESSMENT ON YOUR PROPERTY FROM THE BEST INFORMATION OBTAINABLE IN ACCORDANCE WITH O.C.G.A. § 48-5-299(a)
6. FREEPORT EXEMPTION (O.C.G.A. § 48-5-48.2) MAY BE AVAILABLE IN YOUR COUNTY (EXEMPTION OF INVENTORY OF GOODS IN THE PROCESS OF MANUFACTURE OR PRODUCTION, FINISHED GOODS AND FINISHED GOODS STORED FOR OUT OF STATE SHIPMENT). APPLICATIONS ARE AVAILABLE ON REQUEST AND MUST BE COMPLETED AND FILED WITH THE BUSINESS PERSONAL PROPERTY RETURN AND SCHEDULES PRIOR TO THE DEADLINE FOR FILING.
7. ANY AIR AND WATER POLLUTION CONTROL FACILITIES OWNED MAY BE EXEMPT UNDER O.C.G.A. § 48-5-41(11) WHICH STATES... "ALL PROPERTY USED IN OR WHICH IS A PART OF ANY FACILITY WHICH HAS BEEN INSTALLED OR CONSTRUCTED AT ANY TIME FOR THE PRIMARY PURPOSE OF ELIMINATING OR REDUCING AIR AND WATER POLLUTION OF SUCH FACILITIES AND HAS BEEN CERTIFIED BY THE DEPARTMENT OF NATURAL RESOURCES AS NECESSARY AND ADEQUATE FOR THE PURPOSE INTENDED." SHALL BE EXEMPT FROM ALL AD VALOREM PROPERTY TAXES IN THIS STATE.
8. MOST COUNTIES DO NOT ACCEPT METERED MAIL DATES AS FILING DATES UNLESS COUNTER STAMPED BY THE POST OFFICE. BE SURE THAT THE DATE OF DEPOSIT AND THE POSTMARK DATE ARE THE SAME IF MAILING CLOSE TO THE DEADLINE.
9. O.C.G.A. § 48-5-41.1 STATES... "ALL FARM PRODUCTS GROWN IN THIS STATE AND REMAINING IN THE HANDS OF THE PRODUCER DURING THE ONE YEAR BEGINNING IMMEDIATELY AFTER THEIR PRODUCTION AND HARVESTED AGRICULTURAL PRODUCTS WHICH HAVE A PLANTING-TO-HARVEST CYCLE OF 12 MONTHS OR LESS, WHICH ARE CUSTOMARILY CURED OR AGED FOR A PERIOD IN EXCESS OF ONE YEAR AFTER HARVESTING AND BEFORE MANUFACTURING, AND WHICH ARE HELD IN THIS STATE FOR MANUFACTURING AND PROCESSING PURPOSES AND ALL QUALIFIED FARM PRODUCTS GROWN IN THIS STATE SHALL BE EXEMPT FROM ALL AD VALOREM PROPERTY TAXES."
10. O.C.G.A. § 48-5-43 STATES... "CONSUMERS OF COMMERCIAL FERTILIZERS SHALL NOT BE REQUIRED TO RETURN FOR TAXATION ANY COMMERCIAL FERTILIZERS OR ANY MANURES COMMONLY USED BY FARMERS AND OTHERS AS FERTILIZERS IF THE LAND UPON WHICH THE FERTILIZER IS TO BE USED HAS BEEN PROPERLY RETURNED FOR TAXATION."
11. BOATS AND MOTORS AND AIRCRAFT SHOULD BE REPORTED ON A SEPARATE REPORTING FORM WHICH WILL BE PROVIDED UPON REQUEST.

**BUSINESS PERSONAL PROPERTY SCHEDULE B INVENTORY**  
THIS SCHEDULE IS CONSIDERED CONFIDENTIAL AND NOT OPEN TO PUBLIC INSPECTION

**SCHEDULE B - INVENTORY - SEE INSTRUCTION SHEET**

**INVENTORY ON JANUARY 1 THIS YEAR**  
SHOW TOTAL 100% COST BELOW. DO NOT INCLUDE LICENSED MOTOR VEHICLES, OR DEALER HEAVY DUTY EQUIPMENT FOR SALE WEIGHING OVER 5,000 POUNDS AND TO BE USED FOR CONSTRUCTION PURPOSES.

- 1. MERCHANDISE \_\_\_\_\_
- 2. RAW MATERIALS \_\_\_\_\_
- 3. GOODS IN PROCESS \_\_\_\_\_
- 4. FINISHED GOODS \_\_\_\_\_
- 5. GOODS IN TRANSIT \_\_\_\_\_
- 6. WAREHOUSED \_\_\_\_\_
- 7. CONSIGNED \_\_\_\_\_
- 8. FLOOR PLANNED \_\_\_\_\_
- 9. SPARE PARTS \_\_\_\_\_
- 10. SUPPLIES \_\_\_\_\_  
(INCLUDES COMPUTER, MEDICAL, OFFICE AND OPERATING SUPPLIES. ALSO FUEL.)
- 11. PACKAGING MATERIALS \_\_\_\_\_
- 12. LIVESTOCK \_\_\_\_\_  
(NON EXEMPT 48-5-41.1)
- 13. TOTAL INVENTORY \_\_\_\_\_

1. INDICATE YOUR INVENTORY ACCOUNTING METHOD (LOWER OF COST OR MARKET, RETAIL METHOD, WEIGHTED AVERAGE, PHYSICAL, ETC.) \_\_\_\_\_
2. CHECK COST METHOD AS IT APPLIES TO YOUR INVENTORY: [ ] ACTUAL [ ] LIFO [ ] FIFO LIFO NOT ACCEPTABLE
3. FISCAL YEAR ENDING DATE OF BUSINESS \_\_\_\_\_ IF YOUR FISCAL YEAR ENDS AT A POINT IN TIME OTHER THAN JANUARY 1 YOU SHOULD ATTACH A BREAKDOWN OF HOW YOU ARRIVED AT YOUR JANUARY 1 INVENTORY.
4. INVENTORY REPORTED ON PREVIOUS YEAR GEORGIA INCOME TAX RETURN: \_\_\_\_\_
5. THE 100% DELIVERED COST SHOULD INCLUDE FREIGHT, BURDEN AND OVERHEAD AT YOUR LEVEL OF TRADE ON JANUARY 1.
6. IF YOU FILE A CORPORATE OR PARTNERSHIP INCOME TAX RETURN, A PHOTO COPY OF YOUR MOST CURRENT BALANCE SHEET (CORPORATION, FORM 1120, SCHEDULE A & L - PARTNERSHIP, FORM 1065, SCHEDULE A & L) AS FILED WITH YOUR U.S. INCOME TAX RETURN IS REQUESTED. IF YOU FILED AN INDIVIDUAL OR SOLE PROPRIETORSHIP INCOME TAX RETURN, A PHOTO COPY OF YOUR MOST CURRENT PROFIT OR LOSS STATEMENT FORM 1040, SCHEDULE C, PAGES 1 & 2 AS FILED WITH YOUR U.S. INCOME TAX RETURN IS REQUESTED. THESE DOCUMENTS ARE REQUESTED FOR INVENTORY VERIFICATION PURPOSES AND WILL NOT BE AVAILABLE FOR PUBLIC INSPECTION (O.C.G.A.§ 48-5-314). UNDER GA LAW YOU CAN NOT BE REQUIRED TO FURNISH ANY INCOME TAX RECORDS OR RETURNS.
7. INVENTORY IS SUBJECT TO AUDIT AND VERIFICATION FROM YOUR RECORDS OR THOSE YOU HAVE FILED WITH THE STATE OF GEORGIA DEPARTMENT OF REVENUE.
8. DO NOT MAKE ANY DEDUCTIONS FOR ANTICIPATED MARK-DOWN OR SHRINKAGE. DO NOT DISCOUNT. FIGURES ARE TO BE TAKEN DIRECTLY FROM YOUR BOOKS.
9. IF INVENTORY IS LESS THAN THE PREVIOUS YEAR AN EXPLANATION FOR THE DECREASE SHOULD BE SUBMITTED.
10. GROSS SALES FOR PREVIOUS CALENDAR YEAR: \_\_\_\_\_
11. ALL TAXABLE LIVESTOCK AND FARM PRODUCTS SHOULD BE REPORTED AS INVENTORY. SEE O.C.G.A.§ 48-5-41.1 FOR DETAILS OF EXEMPTION.

**ENTER TOTAL ON PAGE 1 LINE I. SCHEDULE COLUMN**

**CONSIGNED GOODS**

DID YOU HAVE ANY CONSIGNED GOODS, FLOOR PLANNED MERCHANDISE, OR ANY OTHER TYPE OF GOODS THAT WERE LOANED, STORED OR OTHERWISE HELD ON JANUARY 1, THIS YEAR AND NOT OWNED BY YOU AND WAS NOT REPORTED IN YOUR INVENTORY VALUE IN SCHEDULE B ABOVE OF THIS REPORT? YES [ ] NO [ ] IF YES LIST IN THE SPACE PROVIDED BELOW.

DESCRIPTION OF GOODS (ATTACH SUPPLEMENTAL SHEETS IF NEEDED)	FULL COST	NAME AND ADDRESS OF LEGAL OWNER

**SCHEDULE C - CONSTRUCTION IN PROGRESS**

DID YOU HAVE UNALLOCATED COSTS FOR CONSTRUCTION IN PROGRESS ON JANUARY 1 THIS YEAR? YES [ ] NO [ ] IF YES, DID YOU HAVE TANGIBLE PERSONAL PROPERTY CONNECTED WITH THIS CONSTRUCTION IN PROGRESS THAT HAS NOT BEEN REPORTED IN ANY OTHER SECTION OF THIS SCHEDULE? YES [ ] NO [ ] IF YES, PLEASE LIST IN THE SPACE PROVIDED BELOW. ADD TO TOTAL ON PAGE 1 LINE F SCHEDULE COLUMN.

DETAILED DESCRIPTION OF ITEMS (ATTACH SUPPLEMENTAL SHEETS IF NEEDED)	YEAR ACQUIRED	USEFUL LIFE (YEARS)	TOTAL COST	X	MARKET VALUE FACTOR	=	INDICATED VALUE	OFFICE USE ONLY
				x	.75	=		

**LEASED OR RENTED EQUIPMENT**

DID YOU HAVE IN YOUR POSSESSION OR WAS THERE LOCATED AT YOUR BUSINESS ON JANUARY 1, THIS YEAR ANY MACHINERY, EQUIPMENT, FURNITURE, FIXTURE, TOOLS, VENDING MACHINES (COFFEE, CIGARETTE, CANDY, GAMES, ETC.) OR OTHER TYPE PERSONAL PROPERTY WHICH WAS LEASED, RENTED, LOANED, STORED OR OTHERWISE LOCATED AT YOUR BUSINESS AND NOT OWNED BY YOU? YES [ ] NO [ ] IF YES, LIST THE EQUIPMENT IN THE SPACE PROVIDED BELOW (EXCLUDE LICENSED MOTOR VEHICLES). ATTACH SUPPLEMENTAL SHEET IF NECESSARY.

NAME/ADDRESS OF OWNER	DESCRIPTION OF ITEM	SELLING PRICE	RENTAL AMOUNT PER MONTH	DATE OF MANUFACTURE	DATE INSTALLED	LENGTH OF LEASE

**DISPOSALS OR ITEMS TRANSFERRED OUT**

DID YOU HAVE ITEMS WHICH HAVE BEEN SOLD, JUNKED, TRANSFERRED OR OTHERWISE NO LONGER LOCATED AT THE BUSINESS JANUARY 1 THIS YEAR? YES [ ] NO [ ] IF YES LIST IN THE SPACE PROVIDED BELOW.

DETAILED DESCRIPTION OF ITEMS (ATTACH SUPPLEMENTAL SHEETS IF NEEDED)	YEAR ACQUIRED	DATE DISPOSED	TOTAL COST	REASON DELETED	IF EQUIPMENT SOLD, NAME AND ADDRESS OF PURCHASER SHOULD BE LISTED BELOW