

Property In Your Possession, But Owned By Others. If on January 1st, you have in your possession any business machines, machinery, furniture, vending equipment, game machines, postage meters, or any other equipment which is loaned, leased or otherwise held and not owned by you, you must file a complete description and ownership of the property. This information is for office use only. Assessments will be made to the owner/lessor.



APPEAL PROCESS

Every year each taxpayer will receive an assessment notice of their business personal property value. This notice is usually in the form of the assessed value as shown on the annual tax notice. If you do not agree with your assessment, you have 30 days from that notice to appeal the value. The first step is to contact the Currituck County Tax Department informally and seek to resolve the difference without filing a formal appeal. If the appeal cannot be settled informally, the taxpayer may appeal to the local Board of Equalization and Review, which begins its deliberations in the spring of each year. This level of the appeal process is more formal, with the taxpayer being allotted a specific amount of time to present his or her case. If the taxpayer is not satisfied with the decision of the local board, he or she may appeal to the state board, known as the Property Tax Commission.

AFFIRMATION OF TAXPAYER

A **Principal Officer** of the taxpayer or a **full-time** employee of the taxpayer who has been officially empowered by the principal officer to list the property **MUST** physically sign the listing. Listing Forms that are unsigned or not signed by proper authority may be rejected and could be subject to penalties. A **Tax Representative or outside Accountant Is Not An Authorized Signatory.** You must fill out the form - you may not report "same as last year."

Tax Bill

Bills are mailed sometime between July and September of each year and become past after January 5th of the following year.

The Mission of the Currituck County Tax Department

Is to professionally administer property taxation, and its collection, fairly, equitably and efficiently. We conduct our duties with uncompromising integrity; nothing less is acceptable. We excel in customer service to our diverse client groups and we conduct our business in a polite and courteous manner while complying with applicable statutes. We value our dedicated employees that fulfill this mission. We value their excellence, dependability, effective teamwork, accuracy, productivity, plus their caring and positive attitude.

Telephone Number & Address **Currituck County Tax Department**

PO Box 9
Currituck, NC 27929

Ph: 252-232-3005 or 252-232-2109

Fax: 252-232-3568

Call or write for listing forms & instructions or visit us on the web at
www.currituckgovernment.com

Currituck County does not require or issue business licenses,

Other Business Contacts

North Carolina Dept of Revenue
Sales Tax; Income Tax; Tax ID #; &
State withholdings
252-331-4746—Elizabeth City
252-480-0709—Nags Head
Toll Free 1-877-252-3052
www.dor.state.nc.us

Alcoholic Beverage Control Commission
ABC Permits
919-779-700—Raleigh www.ncabc.com

Currituck Register of Deed
Corporate Charters or Assumed Names
252-232-3297

BUSINESS PERSONAL PROPERTY TAXES



Tax Information For Businesses In Currituck County

WHO MUST FILE A BUSINESS TAX LISTING & WHEN?

Any individual or business owning or possessing personal property used or connected with a business or other income producing purpose must file a Business Personal Property Listing Form. Business personal property includes: machinery, equipment, computers, furniture, fixtures, farm machinery, supplies, airplanes, construction in progress, etc. All business personal property subject to taxation must be listed during the month of January of each year.

All business personal property listings are due on or before February 15th of each year. They must be filed with the Currituck County Tax Department. Any business that fails to list during the regular listing period and is discovered by the business personal property department, or lists late, is subject to a 10% to 60% penalty. (Depending on how late they are.)

An extension to list business personal property may be granted if a request in writing is received prior to the close of the regular listing period (February 15th). Traditionally, Currituck County has granted extensions to April 15th.



North Carolina General Statute 105-308 reads that.. "any person whose duty it is to list any property who willfully fails or refuses to list the same within the time prescribed by law shall be guilty of a Class 2 misdemeanor. The failure to list shall be prima facie evidence that the failure was willful." Pursuant to North Carolina General Statute 14-3, a Class 2 misdemeanor is punishable by fines and imprisonment for up to three months.

WHAT MUST BE LISTED?



The items below are examples and do not represent a complete itemization. Do not list vehicles with current license plates, inventory that is for sale or inventory used in manufacturing.

Do include all items used in a business or rental property.

ITEMS YOU MUST LIST:

For Most Businesses: Computers, furniture, equipment, tools, office supplies, signs (indoor and exterior) cleaning supplies, telephones and their systems, fax machines, alarms, display cabinets, racks, special lighting, etc. In essence, all items used in business, whether they were capitalized or expensed (except for the few exceptions noted above) must be listed. This includes all items used in the business, even if they are personally owned.

Call the Tax Department at 252-232-3005 or 252-232-2109 if you have questions about what should be listed.



Other Items by Sample Businesses:

Restaurants & Caterers: Ovens, refrigerators, freezers, tables, chairs, booths, counters, dishes, dinnerware, cash register, etc

Gas Stations & Convenience Stores: Gas Pumps & tanks, display shelving, racks, tools, lifts, jacks, diagnostic equipment, air compressor, washing equipment, cash register, etc.

Retail Stores, Discounters, Wholesalers: Display racks & cases, ladders, special lighting, cash registers, safe, alarms, etc.

Beach / Rental Homes, Apartments & Condos: The owner must list all furnishings, appliances, dishes, etc.

WHERE TO GET FORMS: SEE BACK PANEL



Auto Repair & Tire Dealers: Equipment, jacks, lifts, compressors, tools, balancers, displays, waiting room furniture & TV, etc.

Beauty & Barber Shops, Nail Salons, Service Companies: Chairs, dryers, sinks, stations, washers, cash register, etc.

Contractors, Subcontractors: Tools, equipment, backhoes, bobcats, ladders, small tools, generators, etc.

Doctor and Dentist Offices: Tools, equipment, supplies, patient chairs and tables, files, furniture, drug samples, etc.

Landscape & Lawn Service Companies: Mowers, rakes, tools, sprayers, spreaders, etc.

Golf Courses: Maintenance equipment, rental carts, see Retail, see Restaurants, range balls, flags, tee markers, lockers, weight room equipment, spas, etc.

Hotels & Bed & Breakfast Inns: all room furnishings, appliances, TVs, safe, counters, etc.

Accounting, Insurance, Real Estate, & General Business Offices: Computers, furniture, telephone systems, filing systems, office machines, etc.



The penalty for failure to list and for under-listing is significant and may apply to present year plus five back years. It is far better to ask if you are not certain.



ALL BUSINESSES MUST LIST