

FAQ'S-BUSINESS PERSONAL PROPERTY

What is Personal Property?

North Carolina General Statute 105-304 requires those responsible for listing property connected with a business to list all personal property with the County Assessor. Business personal property is taxable whether owned, leased, rented, loaned, or otherwise made available to the business. (See *Types of Business Personal Property below*).

Who Must File A Business Personal Property Listing?

A complete listing is required of all individuals, partnerships, corporations, and associations who on January 1st own, control, or possess any amount of leasehold improvements or personal property (tangible) used or held for a business purpose. The question of exempt status does not absolve an individual from the responsibility of this requirement.

Those who own tools and equipment used in a trade or business should list.

Apartment complexes or landlords (house, apartment, condo, mobile home, etc.) who own and provide furnishings (furniture, blinds, drapes, etc.) and/or major appliances (ranges, refrigerators, dishwashers, washers, dryers, televisions, etc.) should list all that apply.

Important Dates:

January 1st – 31st - Regular Listing Period (N.C.G.S. 105-307) (N.C.G.S. 105-395.1).

January 1st – 31st – Extension Request must be submitted during the month of January.

March 15th - Date extensions are granted if timely requested.

FAILURE TO LIST BY THE DATES ABOVE WILL RESULT IN A LATE LISTING PENALTY

Request for listing extension must be made by January 31st. Extension requests can be submitted via email, online, or mail. All requests must reference the abstract number for which the extension is being requested.

Listings submitted via mail must be postmarked by US Postal Service or overnight courier by January 31st unless an extension is granted and then must be postmarked by March 15th. Late listings are subject to penalties per North Carolina General Statute 105-312(h).

Appeals for personal property need to be postmarked by the US Postal Service or overnight courier within 30 days of the bill. Penalties for late listing **must** be appealed to the Board of Equalization and Review; they alone hold that authority.

[BLANK LISTING ABSTRACTS](#) MAY BE OBTAINED ON THE PITT COUNTY WEBSITE

My business received a discovery notice; what should I do?

If you have been filing your business personal property with the County in another name, please call and give us that information. If you haven't filed a listing with the County and were in business on January 1st, please complete the business personal property listing form. Include all property used in connection with your business and place the property's cost beside each year of acquisition.

My business received an audit letter: what should I do?

Pitt County performs two types of audits. A staff Business Personal Property Appraiser/Auditor performs internal audits, and an external audit is conducted by a 3rd party audit firm, Turner Business Appraisers. Please look at your letter to see who will be conducting the business audit. If your letter is from Pitt County, please forward the requested information on your audit letter to us within 30 days of notice. If your letter references Turner Business Appraisers, please comply with the request from the audit letter. You may contact them directly at the telephone number they provide if you have questions.

Where do I see my assessed value?

Pitt County typically does not send out assessment notices. The bill serves as the assessment notice, which is mailed the first week of July. Prior years assessments can be accessed through the county website, using the [link](#) for tax assessor/business personal property on the [Pitt County website](#).

When are assessment/tax notices mailed and due?

Tax notices are mailed the first week of July and are due September 1st of each year. You have until January 5th or 1st business day following the 5th if it falls on a weekend to pay without interest.

My submitted listing form is incorrect; how do I amend it?

Please complete and send in the corrected listing by January 31st or the extension date. On top of the new listing, please put, **AMENDED**.

Can my listing be postmarked on January 31st and still be on time?

Yes, abstracts mailed on January 31st are considered filed as of the date shown on the postmark affixed by the United States Postal Service. If no postmark is affixed by the United States Postal Service, the abstract is considered filed when received by Pitt County Tax Administration.

Why does my IRP/Permanent tagged vehicle have to be listed with the County?

IRP/Permanent tagged vehicles are not assessed yearly at the DMV office. To pay property tax on these vehicles, they are required to be listed annually.

What if I don't receive my listing form in the mail?

You can find Pitt County's [listing form](#) on the website. You can also call 252-902-3412 to request a listing form.

I purchased another business located in Pitt County on or before January 1st; how do I report the purchase?

Please complete a [business personal property listing](#). A blank listing form can be located on the county website or obtained by contacting the office at (252) 902-3400 ext. 4. The new owner would be required to list all property purchased at its historical cost and the original year placed into service. If all assets were not purchased, please list only the property purchased on the listing form.

When are listings mailed?

Listings are mailed on the last day of December to all businesses on the County Tax Rolls. If the business is new to Pitt County, please contact the Business Department so a form can be mailed to your business with the annual mailing.

I sold/closed my business; what do I need to do to close my business with Pitt County?

Please complete the annual listing form that is mailed in January. Complete the section for Closed, Sold, or Bankrupt. Once we receive this information, the tax office will remove the business from the County Tax Rolls.

I brought all my business property from my house; do I still need to list?

All property used in the business's connection is taxable in NC no matter the initial purpose of the property. Once the property is used for business purposes, it becomes Business Personal Property and is required to be reported as such.

Why do I have to complete a listing yearly?

North Carolina General Statute 105-309 requires each person whose duty it is to list property for taxation shall file each year with the assessor a tax listing or abstract showing the owner and address as of January 1st.

What Types of Business Personal Property Are Exempt from Taxation?

NCGS 105-278.3 Real and personal property used for religious purposes.

NCGS 105-278.4 Real and personal property used for educational purposes.

NCGS 105-278.5 Real and personal property of religious educational assemblies used for religious and educational purposes.

NCGS 105-278.6 Real and personal property used for charitable purposes.

NCGS 105-278.7 Real and personal property used for educational, scientific, literary, or charitable purposes.

NCGS 105-278.8 Real and personal property used for charitable hospital purposes

What is the Application for Exemption Process?

Organizations claiming exemption from NC personal property tax must apply for exemption with the County by January 31st. [Applications for exemption Form AV-12](#).