

**PITT COUNTY TAX ADMINISTRATION  
NORTH CAROLINA  
BUSINESS PERSONAL PROPERTY LISTING  
IMPORTANT - INSTRUCTIONS ENCLOSED**

A 10% Late Listing Penalty  
will be assessed on all listings  
received or postmarked after  
February 1st.

7578PBPL 11/3/20 199.K

FOR DEPARTMENT USE ONLY

|                      |                     |                    |          |         |       |
|----------------------|---------------------|--------------------|----------|---------|-------|
| City, Fire, Rescue   |                     |                    | Tax Year | Penalty | Total |
|                      |                     |                    | 2021     |         |       |
| DEPRECIABLE PROPERTY | VEHICULAR EQUIPMENT | CONSTR IN PROGRESS | SUPPLIES |         |       |

Name and Address:

PHYSICAL ADDRESS: \_\_\_\_\_  
 REAL ESTATE OWNED BY: \_\_\_\_\_  
 WERE ANY IMPROVEMENTS MADE TO THE REAL ESTATE DURING THE  
 PRIOR YEAR? Yes\_\_\_ No\_\_\_ IF YES, ATTACH ADDITIONAL SHEET WITH  
 DESCRIPTION AND CONSTRUCTION COST  
 SOC. SEC # / FED. ID #: \_\_\_\_\_  
 PRINCIPAL BUSINESS ACTIVITY: \_\_\_\_\_  
 IF OUT OF BUSINESS, COMPLETE THIS SECTION - DATE CEASED \_\_\_\_\_  
 CHECK ONE: Sold\_\_\_ Bankrupt\_\_\_ Closed\_\_\_ Other \_\_\_\_\_  
 SOLD EQUIPMENT/FIXTURES/SUPPLIES TO: \_\_\_\_\_  
 BUYERS ADDRESS & PHONE: \_\_\_\_\_

|                 |              |
|-----------------|--------------|
| Abstract Number | Alpha Number |
|                 |              |

**SCHEDULE A: DEPRECIABLE PERSONAL PROPERTY**

SEE INSTRUCTIONS

| GROUP (1) Machinery & Equipment |      |           |           |               |
|---------------------------------|------|-----------|-----------|---------------|
| YEAR ACQ                        | COST | ADDITIONS | DELETIONS | YEARLY TOTALS |
| 2020                            |      |           |           |               |
| 2019                            |      |           |           |               |
| 2018                            |      |           |           |               |
| 2017                            |      |           |           |               |
| 2016                            |      |           |           |               |
| 2015                            |      |           |           |               |
| 2014                            |      |           |           |               |
| 2013                            |      |           |           |               |
| 2012                            |      |           |           |               |
| 2011                            |      |           |           |               |
| 2010                            |      |           |           |               |
| 2009                            |      |           |           |               |
| 2008                            |      |           |           |               |
| 2007                            |      |           |           |               |
| 2006                            |      |           |           |               |
| 2005                            |      |           |           |               |
| 2004                            |      |           |           |               |
| PRIOR                           |      |           |           |               |
| TOTAL                           |      |           |           |               |

**GROUP (2) Construction in Progress**

LIST TOTAL OF ALL PERSONAL PROPERTY EXPENDITURES IN CIP  
ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE

TOTAL CIP: \$

| GROUP (3) Furniture & Fixtures |      |           |           |               |
|--------------------------------|------|-----------|-----------|---------------|
| YEAR ACQ                       | COST | ADDITIONS | DELETIONS | YEARLY TOTALS |
| 2020                           |      |           |           |               |
| 2019                           |      |           |           |               |
| 2018                           |      |           |           |               |
| 2017                           |      |           |           |               |
| 2016                           |      |           |           |               |
| 2015                           |      |           |           |               |
| 2014                           |      |           |           |               |
| 2013                           |      |           |           |               |
| PRIOR                          |      |           |           |               |
| TOTAL                          |      |           |           |               |

| GROUP (4) Computer Equipment |      |           |           |               |
|------------------------------|------|-----------|-----------|---------------|
| YEAR ACQ                     | COST | ADDITIONS | DELETIONS | YEARLY TOTALS |
| 2020                         |      |           |           |               |
| 2019                         |      |           |           |               |
| 2018                         |      |           |           |               |
| 2017                         |      |           |           |               |
| PRIOR                        |      |           |           |               |
| TOTAL                        |      |           |           |               |

| GROUP (5) Leasehold Improvements |      |           |           |               |
|----------------------------------|------|-----------|-----------|---------------|
| YEAR ACQ                         | COST | ADDITIONS | DELETIONS | YEARLY TOTALS |
| 2020                             |      |           |           |               |
| 2019                             |      |           |           |               |
| 2018                             |      |           |           |               |
| 2017                             |      |           |           |               |
| 2016                             |      |           |           |               |
| 2015                             |      |           |           |               |
| 2014                             |      |           |           |               |
| PRIOR                            |      |           |           |               |
| TOTAL                            |      |           |           |               |

| GROUP (8) Farm Equipment/Other |      |           |           |               |
|--------------------------------|------|-----------|-----------|---------------|
| YEAR ACQ                       | COST | ADDITIONS | DELETIONS | YEARLY TOTALS |
| 2020                           |      |           |           |               |
| 2019                           |      |           |           |               |
| 2018                           |      |           |           |               |
| 2017                           |      |           |           |               |
| 2016                           |      |           |           |               |
| 2015                           |      |           |           |               |
| 2014                           |      |           |           |               |
| 2013                           |      |           |           |               |
| 2012                           |      |           |           |               |
| 2011                           |      |           |           |               |
| PRIOR                          |      |           |           |               |
| TOTAL                          |      |           |           |               |

**SCHEDULE B: VEHICULAR EQUIPMENT**

See reverse side of this form to list the following: Unlicensed Vehicles,  
 Permanently Tagged Trailers, IRP Plated Vehicles, Boats, Boat Motors,  
 Mobile Homes, Aircraft, Farm Tractors, Combines, Harvesters, Etc.

RETURN TO: PITT COUNTY TAX ADMINISTRATION    PHONE: (252) 902-3412  
 P.O. BOX 43  
 GREENVILLE, NC 27835-0043

**SCHEDULE B: VEHICULAR EQUIPMENT - Unlicensed Vehicles, Boats, Boat Motors, Mobile Homes, Aircraft, Tractors, Combines, Etc.**

**DRAW A LINE THROUGH ANY ITEM LISTED BELOW NOT IN YOUR POSSESSION ON JANUARY 1**

**ADD PROPERTY PURCHASED OR MOVED TO THIS COUNTY SINCE LAST YEAR**

| TYPE | YEAR | MAKE | MOTOR I.D. NUMBER/<br>MODEL/DESCRIPTION | BOAT<br>H/P | BOAT<br>LENGTH | BOAT<br>REGIS# | MOBILE HOME<br>WIDTH X LENGTH | ORIGINAL<br>COST | YEAR ACQUIRED | FOR OFFICE<br>USE ONLY |
|------|------|------|---|-------------|----------------|----------------|-------------------------------|------------------|---------------|------------------------|
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  |               |                        |
|      |      |      |   |             |                |                |                               |                  | TOTAL         |                        |

**SCHEDULE C: SUPPLIES AS OF JANUARY 1 (LIST AT 100% ORIGINAL COST)**

|   |           |
|---|-----------|
| OFFICE, MEDICAL, DENTAL, BEAUTY, MAINTENANCE AND JANITORIAL SUPPLIES    | \$        |
| FUELS (HELD FOR CONSUMPTION)  | \$        |
| REPLACEMENT PARTS OR SPARE PARTS  | \$        |
| RESTAURANT, HOTEL, AND MOTEL SUPPLIES (LINENS, CHINA, SILVERWARE, ETC.) | \$        |
| ALL OTHER INCLUDING EXPENSED ITEMS (SPECIFY)                            | \$        |
| <b>TOTAL</b>  | <b>\$</b> |

**SCHEDULE D: PROPERTY IN YOUR POSSESSION ON JANUARY 1, BUT OWNED BY OTHERS**

| NAME AND ADDRESS OF OWNER | DESCRIPTION OF PROPERTY | LEASE OR ACCT# | MO. PAYMENT | COST NEW | START/END LEASE DATES |
|---------------------------|-------------------------|----------------|-------------|----------|-----------------------|
|                           |                         |                |             |          |                       |
|                           |                         |                |             |          |                       |
|                           |                         |                |             |          |                       |
|                           |                         |                |             |          |                       |
|                           |                         |                |             |          |                       |

**BUSINESS INFORMATION**

LOCATION OF ACCOUNTING RECORDS \_\_\_\_\_  
 DATE BUSINESS BEGAN IN THIS COUNTY \_\_\_\_\_ DATE BUSINESS (FISCAL) YEAR ENDS \_\_\_\_\_  
 CONTACT PERSON FOR AUDIT \_\_\_\_\_ ADDRESS & PHONE \_\_\_\_\_  
 NAICS CODE # \_\_\_\_\_  
 NAME IN WHICH BUSINESS WAS LISTED LAST YEAR \_\_\_\_\_  
 OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED \_\_\_\_\_

**CHECK ONE:**

- CORPORATION
- SOLE PROPRIETORSHIP
- PARTNERSHIP
- LIMITED LIABILITY CORPORATION
- OTHER (SPECIFY) \_\_\_\_\_

**BUSINESS CATEGORY (CHECK ONE)**

- RETAIL
- WHOLESALE
- MANUFACTURING
- SERVICE
- LEASING/RENTAL
- FARMING
- OTHER (SPECIFY) \_\_\_\_\_

**AFFIRMATION LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON / SEE INSTRUCTIONS**

Under penalties by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and other information, is true and complete (If this affirmation is signed by an individual other than the taxpayer, the individual affirms that they are familiar with the extent and true value of all the taxpayer's property subject to taxation in this County and their affirmation is based on all the information of which they have any knowledge.).

Listing **MUST** be signed by the taxpayer, a principal officer of the taxpayer, a **FULL-TIME** employee of the taxpayer who has been officially empowered by the principal officer to list the property, or an authorized agent of the taxpayer.

|                    |                |   |                      |
|--------------------|----------------|---|----------------------|
| _____<br>SIGNATURE | _____<br>DATE  | _____<br>PREPARER OTHER THAN THE TAXPAYER | _____<br>DATE        |
| _____<br>TITLE     | _____<br>EMAIL | _____<br>TELEPHONE #                      | _____<br>ADDRESS     |
|                    |                | _____<br>EMAIL                            | _____<br>TELEPHONE # |

Any individual who willfully makes and subscribes an abstract listing required by this Subchapter (of Revenue Laws) which the individual does not believe to be true and correct as to every material matter, shall be guilty of a class 2 misdemeanor, punishable by imprisonment up to 60 days.