

SUPPLEMENTAL FILING INSTRUCTIONS FOR THE COMMERCIAL PROPERTY RETURN

BASIC BUSINESS INFORMATION

Please complete this section in its entirety. Your business name and mailing address should be reported exactly as it appears on your business license.

REPORT OF PROPERTY YOU LEASE FROM OTHERS

This section must be completed for all property you have that is leased from or owned by others. Please include a separate sheet if necessary.

REAL ESTATE

Please complete this section for all property your business has in Kanawha County West Virginia only. Include any buildings owned by you on leased land. Leasehold improvements are to be reported on schedule "A".

SCHEDULE "A" - MACHINERY, EQUIPMENT, FURNITURE, AND LEASEHOLD IMPROVEMENTS

Report all property owned on July 1. Cost new should include original acquisition cost, freight, installation costs, trade-ins and all other associated costs. Rolling stock and lift trucks are to be listed in Schedule "E". If leasehold improvements are reported, please include a brief description of the items to assure they are not valued as part of the real property. ***This schedule must be properly completed with cost by year of purchase in order to allow you the most depreciation available for your property. Failure to complete this schedule will result in no depreciation being applied.***

SCHEDULE "B" - INVENTORY, CONSIGNED INVENTORY, PARTS, SUPPLIES

List each category by cost new as of July 1. This schedule includes supplies held by you for your own use as of July 1. If the owner's value is different from cost new, please explain the differences. If you have goods located at your facility but owned by another, i.e. on consignment, please list the owner's name, address and estimated cost new. A detailed explanation must accompany any inventory for which Freeport Exemption is requested. The explanation should state in detail the type of inventory, where the inventory was physically located on July 1, and the point of its final destination on July 1 and your explanation of why, in your opinion, this inventory is moving in interstate commerce through or over West Virginia. ***Failure to include this explanation will result in the Freeport Exemption not being granted.***

SCHEDULE "C" - MACHINERY & TOOLS IN PROCESS OF INSTALLATION

List machinery or tools that have been purchased, but not yet installed by cost new as of July 1.

SCHEDULE "D" - OTHER PERSONAL PROPERTY

List all other property not reported elsewhere, by year of acquisition and cost new.

SCHEDULE "E" - VEHICLES, TRAILERS, BOATS, AIRCRAFT, & MOBILE HOMES

Report those properties licensed to or used by your business. Dealers of new and used vehicles who report their vehicle inventory on the Vehicles Dealer Inventory Worksheet in lieu of Schedule "B" must still report here all vehicles not in inventory but used in their business. If you have more than five (5) vehicles, you must complete the "Itemized Fleet Vehicle Report" available from the assessor's office.

SCHEDULE "F" - INCOMPLETE CONSTRUCTION

Report the cost of materials as of July 1, for all incomplete construction or improvements that have not been assessed as real property.

SCHEDULE "G" - SALVAGE VALUE MACHINERY AND EQUIPMENT

Any equipment or machinery that has been fully depreciated **and no longer in use** should be listed here

instead of on Schedule "A".

SCHEDULE "H" - POLLUTION CONTROL FACILITIES

Any owner or taxpayer requesting salvage valuation for machinery or equipment under the authority of **West Virginia Code § 11-6A-3** must receive approval from the appropriate state agency governing the control of air or water pollution. The approval must state that the machinery or equipment subject to salvage value consideration is designed, constructed or installed primarily for the purpose of abating air or water pollution, and does abate or reduce water or air pollution in compliance with air or water quality standards prescribed under the laws of this state or the United States. A copy of this approval must accompany this property tax return or the equipment, apparatus and components must be contained on the approved list of items eligible for salvage treatment under **West Virginia Code § 11-6A-3**. A list of the approved pollution abatement control items is available from the Property Tax Division of the State Tax Department upon request.

ADDITIONAL INFORMATION

1. West Virginia Code states: All property returns must be filed as soon as possible after July 1 but no later than **September 1. No extensions may be granted.**

2. Failure to file a property tax return will result in an estimated value of the property for this year. In addition, **West Virginia Code § 11-3-10** provides that any person who fails to furnish a proper return or refuses to provide the return within the time required by law, ***the property owner shall forfeit \$100.00 and be denied all remedy provided for the correction of any assessment made by the Assessor, once the books are closed. Also, a forfeiture of one percent of the value of the property may be applied.*** Writing on your return "SAME AS LAST YEAR" will be considered an incomplete return.

3. **The return must be completed in its entirety.** A fixed asset listing may be filed in lieu of a balance sheet. **Any return that is received incomplete will be rejected** and returned to you for resubmission. Should any section of the return not apply to your business, please write "NA" (Not Applicable) or "None"? **The failure to attach a balance sheet, fixed asset listing may result in the return being rejected.**

4. An individual return is to be filed for each business location within Kanawha County.

5. Completed returns are to be mailed to the following address:

**Business Division
Kanawha County Assessor's Office
409 Virginia Street East
Charleston, WV 25301**

**IF YOU HAVE ANY QUESTIONS, CALL THE KANAWHA COUNTY ASSESSOR'S BUSINESS DIVISION AT
(304) 357- 0746 OR FAX (304) 357- 0749**