

Dear Business Owner:

We have prepared this brochure to assist you in completing the enclosed return. It is important to me, that our business community continues to thrive and create jobs for our citizens, and your business helps to accomplish this vital goal.

As your assessor, I am directed by West Virginia State Law to have businesses file returns listing both personal and real property located within Harrison County. These returns must be filed by the September 1 deadline. Business owners who file late, or do not file, will have a 10% increase added to the prior tax year's value. In addition, West Virginia Code §11-3-10 directs the assessor to impose a penalty of \$25 to \$100 for non-filers. Most importantly, non-filers forfeit their right to challenge erroneous or over-estimated values. State law mandates these regulations. A 1% penalty applies for failure to return a true list.

My number one priority is to assist you. My staff stands ready to help you in any way possible, and I encourage your comments and suggestions to make this an easier process for everyone. I am also available to talk or meet with you personally.

Sincerely,

Cheryl L. Romano
Assessor of Harrison County

Your assessor does not set your property tax. Your tax bill is determined by multiplying a tax rate against your assessed value (60% of market value). Remember, the assessor determines your assessed value and the levy rate is determined by the legislature (for the board of education), the county commission, and the municipalities. Levy rate sheets are prepared for your convenience and may be obtained in the Assessor's Office.

Do I have to come into the office to file the assessment?

No, you do not have to come into the office to file. In fact, we encourage you to mail the assessment along with the required information.

Do I have to complete all schedules of the form?

Yes, you must complete ALL SCHEDULES of the return. If they do not apply, list "None." Please list your WV State Business License Account Identification number and FEIN, as required. **If you have not completed all of the schedules, your return may be rejected and returned to you for completion.** Your signature affirms the information to be correct. If we complete the form for you, it may result in erroneous information.

What do I do if my business has closed?

If you are no longer in business or have sold the business, list the date of closure or sale along with the purchaser's name and address to have your account deleted from our records. Sign and date the form, and return it to our office, along with all other required information.

What do I need to send with my return?

Corporations and partnerships are to submit a balance sheet as of June 30, each year. Sole Proprietorships are to submit a Schedule C from the prior year's income tax return.

Businesses are to submit a depreciation schedule and an asset listing of all machinery and equipment, furniture and fixtures, with the **year acquired and purchase cost.**

Basic Business Information (page 1)

It is important to make certain this section is filled out accurately and completely, in order to ensure proper assessment and billing. If a printed label is on the form, please verify that the information is correct. If the information is incorrect, make the necessary changes. Please state the actual location of your business in Harrison County, West Virginia.

Property you lease from others (page 1)

Please list all property you lease from others, with **date acquired and cost** of machinery & equipment, furniture & fixtures, and/or gross annual rent. We must have the name, address, and phone number of the property owner and the property leased. Attach additional sheets if necessary.

Real Estate (page 1)

Item I: List all Harrison County real estate property owned by your company. Description asked for is the district, map, and parcel number; which can be found on your tax statements.

Item II: List improvements or deletions. Please attach a copy of the building permit.

Buildings on Leased Land (page 1)

If you own any buildings situated on land belonging to someone else, you must list the name and address of the landowner. Also list map and parcel number if known.

SCHEDULE A (page 2)

Machinery & Equipment, Furniture & Fixtures, Leasehold Improvements, Computers

List all of the above in the **calendar year of purchase and purchase cost.** Property that is owned and still in use, but which has been fully depreciated or written off **MUST** be reported.

Computer equipment is to be listed separately to receive correct depreciation (five year life).

Any property which has been fully depreciated and is **NO LONGER USED** as part of the production process should be reported on "Schedule G – Salvage Value Machinery & Equipment."

High-Tech businesses: WV Code Chapter 11, Article 6J provides that the value of servers and tangible personal property directly used in a high-technology field on an Internet advertising business shall be its salvage value. See Commercial Business Property Return to see if your business qualifies.

What are leasehold improvements?

Leasehold improvements are any permanent improvements and/or additions, exclusive of buildings, to leased property which have been made by the lessee. (i.e. remodeling, wallpaper, carpet, etc.) All leasehold improvements are to be reported on Schedule A.

SCHEDULE B (page 3)

Inventory, Consigned Inventory, Parts, Supplies

Taxpayer is to report all consigned goods, supplies, parts, inventory, and merchandise for resale; in warehouse or storage.

Vehicle / Motorboat / Rental Car / Mobile Home / Farm Equipment / Manufactured Home Dealers

Dealers of new and used motor vehicles, motorboats, motorcycles, recreation vehicles, trailers, mobile homes, manufactured homes, and farm equipment are required to complete and attach the "Vehicle and Motorboat, and Farm Equipment Dealer's Inventory Worksheet" in lieu of Schedule B. Daily passenger rental car companies are required to complete and attach the "Rental Car Inventory Worksheet" in place of Schedule B. Please read the instructions on the worksheets carefully before completing it, as some exemptions may apply.

ALL DEALERS must submit an Income Statement to support information appearing on the worksheet.

Warehouse Freeport Tax Amendment

This exemption generally applies to industrial accounts that are assessed by the State. This exemption does not apply to Natural Resources Inventory.

SCHEDULE C (page 3)

Machinery & Tools in Process of Installation

Machinery or tools purchased, but not yet installed, are reported here.

Business Personal Property Assessments

(Your guide to proper filing)

THE ENCLOSED FORM MUST
BE FILED BY SEPTEMBER 1.
IF YOU FAIL TO FILE,
YOU WILL BE SUBJECT TO
INTEREST AND PENALTIES.



Harrison County Assessor's Office
Cheryl L. Romano, Assessor
301 West Main Street
Clarksburg, WV 26301-2955
(304) 624-8510
www.harrisoncountyassessor.com

SCHEDULE D (page 3)

Other Personal Property

Other personal property may include business libraries, reference books, in addition to storage buildings, and furniture and fixtures in process of construction.

List **cost and date acquired** of all other personal property not reported on other schedules.

Marcellus Gas & Manufacturing Development Act— See Commercial Business Property Return for information

SCHEDULE E (page 3)

Vehicles, Trailers, Boats, Aircraft, and Mobile Homes

(Provide additional copies for each location)

We must have a complete listing of all licensed and unlicensed vehicles titled in the name of the company, including **year purchased and cost new**. If you have more than four vehicles, please attach a separate list.

Failure to file the necessary information will result in your vehicles, trailers, etc. being priced according to the highest value for that item.

We need the following information to price your vehicles, trailers, etc. properly:

Automobiles: Year, make, model, vehicle identification number, 2- or 4-wheel drive, date acquired, and purchase price.

Trucks and Small Trailers: Year, make, model, vehicle identification number, 2- or 4-wheel drive, size (½ or ¾ ton), date acquired, and purchase price.

Large Trucks: Year, make, model, vehicle identification number, gross weight, number of axles, date acquired, and purchase price. **Note:** Do not report trucks used in inter-state trade.

Trailers: Year, make, model, vehicle identification number, type (van, tanker, refrigerator, dump, flatbed, etc.), length, number of axles, date acquired, and purchase price. For tankers, please list gallon capacity.

Aircraft: WV Code Chapter 11, Article 6H provides that the value of special aircraft property shall be its salvage value. See Commercial Business Property Return to see if your business qualifies.

Breeding Age Sheep and Goats (page 3)

The Assessor is required to collect a fee of \$1.00 on all breeding age sheep and goats. Monies are forwarded to the US Department of Agriculture and used to help fund the USDA Coyote Control Program.

Please include a check or money order for this tax.

SCHEDULE F (page 4)

Incomplete Construction

The cost, new, of any materials for buildings, additions, or improvements which are incomplete and therefore are not assessed as real property must be reported here.

SCHEDULE G (page 4)

Salvage Value Machinery and Equipment

List cost, new, of all machinery and equipment which has been fully depreciated and is **NO LONGER USED AS PART OF THE PRODUCTION PROCESS**. *These items should not be reported on Schedule A.*

SCHEDULE H (page 4)

Pollution Control Facilities

All pollution control facilities installed after July 1, 1973, and approved by the Water Resource Division of DNR or Air Pollution Control should be listed with **location, year installed, and original cost**.

The State Department of Tax & Revenue provides our office with a list of all qualified equipment.

Please sign, date, and return the form, along with the additional required information to:

Cheryl L. Romano, Assessor
Business Assessment Division
Harrison County Assessor's Office
301 West Main Street
Clarksburg, WV 26301-2955

OTHER INFORMATION REQUIRED

WITH THIS RETURN (page 4)

Type of Business Entity:

Please check one: Corporation, Partnership, Sole Proprietorship, or Other.

Description of Business Activity:

Please describe your principal activity of business.

WV State Business License Account Identification and Federal Employers Identification Number:

Account identification number and FEIN are now required

North American Industry Classification System (NAICS) Code:

Please list the NAICS Code for your particular business, if you do not know your code, leave this line blank.

Additional forms required:

Please make sure you include a copy of your Depreciation Schedule and Balance Sheet or Schedule C with your return.

For more information, please contact the following departments at the number listed.

Business Personal Property Assessment/Appraisal Dept.	304-624-8659
Business Real Estate Appraisal Department	304-624-8719
Individual Personal Property Assessment Department	304-624-8515
Mobile Home Department	304-624-8517
Taxes Due (Sheriff's Tax Office)	304-624-8685