

‘B’ ONLINE – HOW TO FILE

Your Tax Schedule B has two important numbers you can use to file your return quickly, easily and safely online -- direct from your computer into our highly secure servers. At top right, the account number becomes your “USER ID” and the “PIN” at the top left, which is unique to your business, works like a password. These give you access to your previous years’ records, making filing the current year’s report easy. So, when you’re ready, just go to:

www.padctn.org

There you’ll find more details on the ‘B’ ONLINE process along with clear and concise instructions. You then can link directly to the online form, on a secure server which places your information behind a sturdy firewall.

The form is easy to follow, so if you have all your information at hand, within minutes you can complete the form, submit it, print a copy for your files and send any needed electronic files with asset listings or other information.

Online filing benefits everyone! ‘B’ ONLINE is the most secure way to file and store your information, including your confidential asset lists. Access to such files will be strictly limited to those employees who require it to do their jobs; we maintain logs of all access. Although we have not experienced a compromise of paper documents, we have to go to extraordinary lengths to protect them as they are processed through our office.

‘B’ ONLINE is fast and convenient. It is accessible 24-hours a day, right up to the March 1 deadline. However, to avoid network congestion near deadline, it would be prudent to submit as early as possible.

From an environmental standpoint, electronic filing helps save trees from the pulp mill. You even save the cost of postage.

On our side, ‘B’ ONLINE enables staff to concentrate on areas we want to improve: quality control and auditing – two elements that help ensure the system remains fair to all taxpayers. Online filing also means we don’t have to perform time-consuming data input and document scanning chores.

It’s a win-win situation for us and you, the taxpayers of Davidson County.

‘B’ ONLINE – Try it once; you’ll use it forever!

TANGIBLE PERSONAL PROPERTY ASSESSMENT

“personalty”

‘B’ ONLINE

**File your
Schedule B
return through
www.padctn.org
easily,
securely,
economically!**

**Vivian M. Wilhoite
Davidson County Assessor of Property
Howard Office Building
700 Second Avenue South, Suite 210
P O Box 196305
Nashville TN 37219-6305**

(615) 862-6073

PERSONALTY

In Tennessee, the Assessor of Property must appraise and assess Tangible Personal Property owned by "for profit" businesses and professionals.

Before February 1 each year, the assessor sends all business owners and operators a "Schedule B" form to report all tangible personal property owned or leased by the business as of January 1st.

Most tangible property not considered real estate falls under the definition of "personal" property: Furniture, fixtures, machinery, computers, equipment, vehicles, towers, raw materials, supplies, and construction in progress. (See 'Asset Groups' at right.)

Reported cost must include shipping, insurance to ship, sales tax, installation, and any other cost to get the property on site and operational. All items fully depreciated or expensed on accounting records must be reported.

"Personalty" -- as it frequently is called -- is assessed at the rate of 30% of the total appraised value of the business assets. Excluded from county assessment are businesses directly assessed by the State Comptroller of the Treasury Office, such as utilities and truck lines. Charity organizations can apply for state exemption.

MARCH 1ST IS FILING DEADLINE

The Assessor must receive the completed Tangible Personal Property Schedule B before March 1 of each year. Please note that a separate Schedule B must be filed for each business location.

AVOID FORCED ASSESSMENT

Failure to file by March 1 results in a "forced assessment" and subjects the business to penalties and fines.

Forced assessments are based on models of similar businesses and often are higher than would be reported.

Tangible Personal Property is divided into 10 groups for reporting purposes as defined in the table, below right.

In Davidson County, an aggressive audit program ensures that every business owner is treated fairly. Every business is subject to selection for audit.

A member of the Assessor's staff reviews each completed Schedule B and then works with the business, as needed, to obtain an accurate reporting of assets.

In some cases, an inspection of the business premises may be required, or a detailed examination of records of purchases may be needed.

In May of each year, the Assessor's Office mails a notice of assessment to the businesses.

RIGHT TO APPEAL

As in realty assessments, if a business owner does not agree with the Assessor's appraisal and the resulting assessment, the owner may file an appeal with the Davidson County Board of Equalization, which begins meetings in June of each year at our offices, 700 Second Avenue South, Suite 210.

SELL OR CLOSE?

If you close or sell your business, state law requires you to notify the Assessor and pay your personalty taxes to the Trustee within 15 days after sale or closure. In fact, the buyer is supposed to withhold assessed taxes from what you're paid until you have a receipt in hand.

Please notify the Assessor in writing of the sale date, nature of the transaction, and the purchaser as promptly as possible.

If you have not done so before receiving the Schedule B, please send the form back with all pertinent information to avoid any future tax liabilities.

ASSET GROUPS

Group 1	Furniture, Fixtures, General Equipment & Property not listed in another Group.
Group 2	Computers, Peripherals, Copiers, Fax Machines, and Small Tools.
Group 3	Molds, Dies and Jigs
Group 4	Aircraft, Towers and Boats
Group 5	Manufacturing Machinery
Group 6	Billboards, Tanks and Pipelines
Group 7	Scrap Properties
Group 8	Raw Materials and Supplies
Group 9	Vehicles
Group 10	Construction-in-Process