



# Raleigh County Assessor's Office



Drema B. Evans

215 Main Street

Beckley, West Virginia 25801

(304) 255-9179

Dear Business Owner:

We have prepared this brochure to assist you in completing this 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 personal property and real property by the October 1 deadline. Therefore, filers 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, you forfeit the right to challenge erroneous or over estimated values. State law mandates these regulations.

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 all. I am also available to talk or meet with you personally.

Sincerely,

Drema B. Evans  
Raleigh County Assessor

. 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 with all information required.

. 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. If you have not filled in the schedules, your return may be rejected and returned to you for completion. Your signature affirms the information to be correct. If we fill it out, it could result in errors.

. What do I do if my business has closed?

If you are no longer in business, list the date of business closing to have your account deleted from our records and sign the form.

. What do I need to send in with my return?

Corporations and partnerships are to submit a balance sheet as of June 30 each year. Sole proprietors are to submit a Schedule C from their prior year income tax return.

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

. Basic Business Information (page 1)

It is important to make sure this section is filled out accurate 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 not, make any necessary corrections. Please state the actual location of your business in West Virginia.

▪ **Property you lease from others** (page 1)

Please list all property you lease from others, with date acquired and cost of machinery and equipment, furniture and 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 Raleigh 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.

▪ **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 land owner. Also list map and parcel if known.

▪ **Schedule A** (page 2)

**Machinery and Equipment, Furniture and 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 (5-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 F - Salvage Value Machinery and Equipment."

## **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. Examples of leasehold improvements are: remodeling, carpeting, wallpaper, etc. All leasehold improvements are to be reported on SCHEDULE A.

- **Schedule B** (page 2)

## **Inventory, Consigned Inventory, Parts, Supplies, Construction Inventory**

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

## **Vehicle - Mobile Home - Manufactured Home Dealers**

Dealers of new and used motor vehicles, motorcycles, trailers, mobile homes and manufactured homes are required to complete and attach the "Vehicle Dealers Inventory Worksheet" in place of Schedule B. Please read the instructions on this worksheet carefully before completing it as some exemptions 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 and Tools in process of installation**

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

- **Schedule D** (page 3)

### **What is other personal property?**

Other personal property may include business libraries, reference books, 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.

- **Schedule E** (page 3)

### **Incomplete Construction**

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

- **Schedule F** (page 3)

### **Salvage Value of 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 are not reported in SCHEDULE A.

- **Schedule G** (page 3)

### **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.

. Schedule H (page 3)

Vehicles, Trailers, Boats, Aircraft and Mobile Homes  
*(Provide additional copies for each location)*

We need a complete listing of all licensed and unlicensed vehicles titled in the name of your company, including year purchased and cost new. If you have more than four (4) vehicles, please attach a list.

Failure to file the necessary information will result in your vehicles, etc., being priced with the highest value for that particular vehicle.

WE NEED THE FOLLOWING INFORMATION TO PRICE YOUR VEHICLES PROPERTY:

AUTOMOBILES: Year, Make, Model and VIN number, 4-wd, date acquired and cost.

TRUCKS AND SMALL TRAILERS: Year, Make, Model, VIN number, 4-wd, % ton, % ton, etc., date acquired and cost.

LARGE TRUCKS: Year, Make, Model, VIN number, gross weight, axle, date acquired and cost.

TRAILERS: Year, Make, Model, VIN number, Type (Van, Tanker, Refrigerator, Dump, Flatbed, etc.), length and axle. For Tankers, please list gallon capacity; Lowboys, list ton capacity. For all trailers, we need date acquired and cost.

. Schedule I (page 4)

Farm Machinery, Equipment, Livestock and Products of Agriculture

If the principal business activity is farming, list animals, products of agriculture, machinery and equipment employed exclusively in agriculture, including horticulture and grazing, and estimate the current value of each. Do not include property on hand used in the

subsistence of livestock on hand. Please include date purchased and the acquisition cost. Attach additional sheets if needed.

**. Other Information Required with this Return: (page 4)**

**Type of business entity:**

Please check one

**Description of Business Activity:**

Please write principal activity of business

**NAICS Code if known:**

Please list the NAICS code for your particular business. If not known, leave blank.

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.

PLEASE SIGN, DATE AND  
RETURN THE FORM TO:

*Drema B. Evans, Assessor  
Business Assessment Division  
Raleigh County Assessor's Office  
215 Main Street Beckle ~ ~  
25801*