

## INSTRUCTIONS

BELOW YOU WILL FIND EXAMPLES OF EACH SECTION OF THIS YEAR'S LISTING FORM. THIS FORM IS DESIGNED TO HELP YOU IN LISTING YOUR PERSONAL PROPERTY. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE TAX DEPARTMENT BY 1/31/2012 TO AVOID A 10% LATE LISTING PENALTY.** HOWEVER, IF YOU NEED AN EXTENDED PERIOD OF TIME TO LIST, YOU MAY REQUEST IN WRITING FOR AN EXTENSION PRIOR TO FEBRUARY 1ST. REQUESTS FOR EXTENSIONS WILL BE GRANTED NO LATER THAN APRIL 15TH. BE SURE TO SIGN AND DATE THIS FORM.

<b>EXAMPLE 1-SECTION A</b>	IN THIS EXAMPLE, THE INDIVIDUAL HAD PREVIOUSLY OWNED A 1980 JOHN DEERE 2040 TRACTOR - THERE ARE NO OTHER CHANGES. MARK OUT THE ITEM NO LONGER NEEDED.		
CODE	YR ACQUIRED	DESCRIPTION	OFFICE USE ONLY
	1981	HARROW CULTIVATOR DISK	☛
	<del>1980</del>	<del>TRACTOR, JD 2040</del>	
	1979	TRACTOR, FORD 7600	
	1975	TRACTOR, FORD 4600	

<b>EXAMPLE 2-SECTION A</b>	IN THIS EXAMPLE, THE INDIVIDUAL DID NOT DISPOSE OF ANY EQUIPMENT. CHECK (✓) NO CHANGE IF THIS IS THE CASE. <span style="float: right;">☛</span>
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**SECTION A >** PLEASE MARK THROUGH ANY ITEM YOU DID NOT OWN JANUARY 1 ST. NO CHANGE  **YOU MUST RETURN THIS FORM BY 1/31/2012**

CODE	YEAR ACQUIRED	DESCRIPTION	OFFICE USE ONLY	CODE	YEAR ACQUIRED	DESCRIPTION	OFFICE USE ONLY
	81	HARROW CULTIVATOR DISK	☛		71	COMBINE, JD 4400	☛
	80	TRACTOR, JD 2040					
	79	TRACTOR, FORD 7600					
	75	TRACTOR, FORD 4600					

<b>EXAMPLE 1-SECTION B</b>	IN THIS EXAMPLE, THE INDIVIDUAL PURCHASED A 1980 FORD TRACTOR AND ADDED A WHEAT DRILL HE OWNED BUT HAD FAILED TO LIST IN PREVIOUS YEARS.
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OFFICE USE ONLY	MODEL YEAR	DESCRIPTION ( MAKE MODEL SERIES OR SIZE )	GAS OR DIESEL	VIN NUMBER	YEAR PURCHASED	100% COST ( INCLUDE TRADE-IN ALLOWANCE )	NEW OR USED	OFFICE USE ONLY
	1980	FORD TRACTOR 3600	DIESEL		1991	9500	USED	☛
	1974	WHEAT DRILL			1976	1500	USED	

<b>EXAMPLE 2-SECTION B</b>	IN THIS EXAMPLE, THE INDIVIDUAL DID NOT MAKE ANY PURCHASES NOR HAVE ANY EQUIPMENT NOT ALREADY LISTED. CHECK ( ✓ ) NO ADDITIONS IF THIS IS THE CASE.
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LIST SUCH PROPERTY AS: TRACTORS, MOTORS, LOADERS, POWER EQUIPMENT, SKID LOADER, COMBINE, CORN PICKER, HAY BAILER, FORAGE HARVESTER, MOWER CONDITIONER, WINDROWER, GRINDER-MIXER, MANURE SPREADER, ROTARY CUTTER, WHEAT DRILL, TOBACCO HARVESTER, TOBACCO STRINGER, CORN PLANTER, IRRIGATION EQUIPMENT, PLOW, HARROW, CULTIVATOR, TRAILER, WAGON, BULK EQUIPMENT, SPRAYER, DAIRY EQUIPMENT, BLADE SAW, POST DRIVER, SPLITTER, SUB-SOILER, AIR COMPRESSOR, AUGER, CHISEL PLOW, BACKHOE, UNTAGGED VEHICLES, CHICKEN, HOG AND EGG HOUSE EQUIPMENT, INCLUDING FEEDERS, CIRCULATING FAN, FEED BIN, WATERING EQUIPMENT AND CONVEYERS.

**NO ADDITIONS**

OFFICE USE ONLY	MODEL YEAR	DESCRIPTION ( MAKE MODEL SERIES OR SIZE )	GAS OR DIESEL	VIN NUMBER	YEAR PURCHASED	100% COST ( INCLUDE TRADE-IN ALLOWANCE )	NEW OR USED	OFFICE USE ONLY <span style="float: right;">☛</span>

<b>EXAMPLE - SECTION C LEASED EQUIPMENT</b>	IN THIS EXAMPLE, THE INDIVIDUAL HAS TWO PIECES OF LEASED EQUIPMENT AND LISTS THE LEASING COMPANY AS WELL AS THE EQUIPMENT LEASED. IF NO EQUIPMENT IN YOUR POSSESSION IS BEING LEASED ( ✓ ) CHECK NONE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
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<b>SECTION C &gt;</b> LEASED EQUIPMENT IN YOUR POSSESSION <span style="float: right;">NONE <input type="checkbox"/></span>		
NAME OF OWNER	COMPLETE ADDRESS	TYPE OF EQUIPMENT & TERMS
JOHN DEERE LEASING CO.	BOX 9153 DES MOINES, IA 50306	87JD 2950 10-89 60 MOS. @ 400
AGRATRADE FINANCING	BOX 2210 ATLANTA, GA 30301	(2) 40x500 CHICK HSES 4-87 74 MOS. @ 520

<b>EXAMPLE - SECTION D FARM SUPPLIES</b>
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<b>SECTION D &gt;</b> FARM SUPPLIES	
<small>ALMOST ALL BUSINESSES HAVE SUPPLIES. THIS INCLUDES NORMAL BUSINESS OPERATING SUPPLIES. THE "TYPE" COLUMN IS FOR, BUT IS NOT LIMITED TO, THE FOLLOWING TYPES OF SUPPLIES: FARM SUPPLIES, OFFICE SUPPLIES, MAINTENANCE AND JANITORIAL SUPPLIES, FUELS OF ALL KIND, EQUIPMENT AND SPARE PARTS. LIST THE TYPE AND COST ON HAND AS OF JANUARY 1. INVENTORY IS EXEMPT, SUPPLIES ARE NOT, EVEN IF A BUSINESS CARRIES SUPPLIES IN AN INVENTORY ACCOUNT, THEY REMAIN TAXABLE.</small>	
TYPE / DESCRIPTION	COST
(1) FUEL	\$3,000
(2) EQUIPMENT SPARE PARTS	\$2,500

If you have any questions concerning this form or how to complete it, please call  
the Tax Administrator's Office, Customer Service Division at (910) 678-7507 or visit our website at  
<http://www.co.cumberland.nc.us/tax.aspx>