

**SUPPLEMENTAL FILING INSTRUCTIONS FOR  
THE COMMERCIAL PROPERTY RETURN  
FOR TAX YEAR 2023**

**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 Putnam 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, 2022.** Cost new should include original 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, 2022.** This schedule includes supplies held by you for your own use as of July 1, 2022. 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, 2022.

**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" availed from the assessor's office.

**SCHEDULE "F"- INCOMPLETE CONSTRUCTION**

Report the cost of materials as of July 1, 2022 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 approval 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.

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**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 not less than \$25.00 nor more than \$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, NOTHING HAS CHANGED OR SEE ATTACHED DEPRECIATION SHEETS 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 or depreciation schedule may result in the return being rejected.**
4. An individual return is to be filed for each business location within Putnam County.
5. Completed returns are to be mailed to the following address:

Putnam County Assessor's Office  
Business Department  
12093 Winfield Road Ste 1  
Winfield, WV 25213

**If you have any question, please call the Putnam County Assessor's Office Business Department at (304)586-0206 option 3 or fax (304)586-0226.**



**PROPERTY INFORMATION**

**SCHEDULE A MACHINERY, EQUIPMENT, FURNITURE AND LEASEHOLD IMPROVEMENTS (PP13 or PP17)**

Enter all property owned with the acquisition cost by year installed. Begin with the current year and each previous year, as required. Acquisition cost, including the cost of machinery, equipment, furniture and fixtures intended for rent or lease, is defined as 100 percent of the cost new as shown by books and records and is to include freight, installation charges, trade-ins, federal tax allowances and credit. If equipment was purchased in one year and installed in the following year, the full cost is reportable in the year installed. **PROPERTY OWNED AND STILL IN USE BUT WHICH HAS BEEN FULLY DEPRECIATED OR WRITTEN OFF BUT STILL IN POSSESSION BY THE TAXPAYER MUST BE REPORTED. Machinery and Equipment which has been fully depreciated and is no longer in use as part of a production process should be reported in "Schedule G."** Property which is intended for rent or lease must be reported at 100 percent of acquisition cost regardless of period of rent. **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.**

YEAR	MACHINERY & EQUIPMENT			FURNITURE & FIXTURES		
	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
PURCHASED						
CURRENT YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PRIOR YEARS						
TOTALS						

YEAR	LEASEHOLD IMPROVEMENTS			COMPUTER EQUIPMENT		
	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
PURCHASED						
CURRENT YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PRIOR YEARS						
TOTALS						

West Virginia Code Chapter 11, Article 6J provides that the value of servers and tangible personal property directly used in a high-technology field or an Internet advertising business shall be its salvage value. The terms "high-technology business" and "Internet advertising business" are defined in West Virginia Code §11-15-9h. In order to receive salvage valuation treatment the high-technology business activity or Internet advertising business activity of the company must be the *primary business activity* and *not a secondary or incidental activity* of the company.

Acquisition Cost: \$ \_\_\_\_\_ Owner's Value: \$ \_\_\_\_\_ Assessor's Use: \_\_\_\_\_

**PROPERTY INFORMATION**

**SCHEDULE B  
(PP13 or PP17)**

**INVENTORY, CONSIGNED INVENTORY, PARTS, SUPPLIES**

Taxpayer is to report all consigned goods, all inventory and merchandise, including parts, for resale; and all supplies and parts held for owner's use, in warehouse or in storage. Dealers of new and used motor vehicles, motorcycles, RV's, trailers, motor boats, mobile homes and manufactured homes are to complete and attach the Vehicle Dealers Inventory Worksheet in lieu of Schedule B. Daily passenger rental car inventory companies should complete and attach the Rental Car Inventory Worksheet in lieu of Schedule B.

DESCRIPTION	ADDRESS OF CONSIGNORS OR FURTHER DESCRIPTION	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
COST OF INVENTORY AS OF JULY 1				
INVENTORIES CONSIGNED TO YOU				
PARTS HELD FOR OWNER'S USE				
SUPPLIES HELD FOR OWNER'S USE				
<b>TOTALS</b>				

The Warehouse Freeport Tax Amendment of 1986 provided that, "Personal property which is moving in interstate commerce through or over the State of West Virginia, or which was consigned to a warehouse, public or private, within the State from outside the State for storage in transit to a final destination outside the State, whether specified when transportation begins or afterward, shall be exempt from ad valorem taxation. Provided, that property shall be deprived of such exemption if a new or a different product is created. **Personal property of inventories of natural resources shall not be exempt from ad valorem taxation unless required by paramount federal law. Such exemption shall not apply to inventories of natural resources held for the manufacturing and sale of energy.**" If you have reported assets on "Schedule B" which you believe are exempt under the Freeport Amendment, enter the dollar value of the assets at 100 percent of acquisition cost.

Acquisition Cost \$ \_\_\_\_\_ Owner's Value \$ \_\_\_\_\_ Assessor's Use \_\_\_\_\_

**SCHEDULE C  
(PP13 or PP17)** **MACHINERY & TOOLS IN PROCESS OF INSTALLATION**

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

DESCRIPTION OF PROPERTY	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
MACHINERY IN PROCESS OF INSTALLATION OR CONSTRUCTION			
TOOLS IN PROCESS OF INSTALLATION OR CONSTRUCTION			
<b>TOTALS</b>			

**SCHEDULE D  
(PP13 or PP17)** **OTHER PERSONAL PROPERTY**

All other property not reported on other schedules of this return should be listed here. Other personal property may include business libraries, reference books, storage buildings, furniture and fixtures in process, household goods leased out for gain, etc. If you need additional space, please attach a list with acquisition date, acquisition cost and owner's value. For oil and natural gas drilling rigs please complete the supplemental schedule.

DESCRIPTION OF PROPERTY	ACQUISITION DATE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
STORAGE BUILDINGS				
FURNITURE & FIXTURES IN PROCESS OF CONSTRUCTION				
OIL & NATURAL GAS DRILLING RIGS				
OTHER PERSONAL PROPERTY - DESCRIBE				
<b>TOTALS</b>				

**SCHEDULE E  
VEHICLES (PP16), TRAILERS, BOATS, AIRCRAFT (PP13 or PP17) & MOBILE HOMES (CA12, CA24 & PP13)**

(Provide Additional Copies for Each Location)

Property Location: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

(List only those properties that are titled in the name of the business as shown on Page 1. Property you are leasing must be reported on Page 1 in section titled **Report of Property You Lease from Others**. Properties disposed of after July 1 are taxable for the year and must be listed below. ) If needed, attach additional sheets. If vehicles are assigned to company employees or officers, then provide name and address. Vehicle Identification Numbers can be found on the registration card. List all vehicles such as boats, boat trailers, motorized golf carts, mobile campers, truck mounted campers, motorcycles, motor scooters, utility trailers, recreational vehicles, all terrain vehicles (ATV's), travel trailers, snowmobiles, aircraft, or personal watercraft (jet skis). Include trailers used in interstate Commerce. **DO NOT INCLUDE VEHICLES WITH APPORTIONED PLATES.**

TYPE	MAKE	MODEL	YEAR	MOBILE HOME DIMENSIONS OR VEHICLE ID NUMBER	TRUCK GROSS WEIGHT VEHICLE WGT	ACQ. DATE	ACQ. COST	OWNER'S VALUE	ASSESSOR'S USE
<b>TOTALS</b>									

West Virginia Code Chapter 11, Article 6H provides that the value of special aircraft property shall be its salvage value. Special aircraft property is defined as "all aircraft owned or leased by commercial airlines or private carriers, or any parts, materials or items used in the construction, maintenance or repair of aircraft which are, or are intended to become, affixed to or a part of an aircraft or of an aircraft's engine or of any other component of an aircraft, used as such, by a repair station as defined under Part 145 of Title 14 of the United States Code of Federal Regulations, or any succeeding regulations issued by the Federal Aviation Administration or any successor agency." If you have reported property on "Schedule E" which you believe to be special aircraft property, enter the dollar value of the property at 100% of acquisition cost.

Acquisition Cost \$ \_\_\_\_\_ Owner's Value \$ \_\_\_\_\_ Assessor's Use \_\_\_\_\_

NUMBER OF SHEEP AND GOATS OF BREEDING AGE: Sheep \_\_\_\_\_ (number) Goats \_\_\_\_\_ (number)

Please include a \$1.00 fee for each head with this completed form.

**PROPERTY INFORMATION**

**SCHEDULE F  
(PP13 or PP17)**

**INCOMPLETE CONSTRUCTION**

Material costs for these buildings, additions or improvements which are incomplete and hence have not been assessed as real property must be reported here. A rider must be attached to this statement showing the address of such buildings by year of construction.

DESCRIPTION OF PROPERTY	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
BUILDINGS, ADDITIONS, OR IMPROVEMENTS NOT FINISHED AT MATERIAL COST			

**SCHEDULE G  
(PP13 or PP17)**

**SALVAGE VALUE MACHINERY AND EQUIPMENT**

This is machinery and equipment which has been fully depreciated and is no longer used as part of a production process. Do not report these items on "Schedule A". If you need additional space, please attach a list with acquisition date, acquisition cost and owner's value.

DESCRIPTION OF PROPERTY	ACQUISITION DATE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE

**SCHEDULE H  
(PP13 or PP17)**

**POLLUTION CONTROL FACILITIES**

If required, provide additional copies for each location. List all pollution control facilities installed after July 1, 1973 and approved by either the Office of Water Resources or the Office of Air Quality, both of the Division of Environmental Protection, as a pollution control facility. If the pollution control facility is not on the pre-approved pollution equipment list, a letter from either the Office of Water Resources or the Office of Air Quality, as the case may be, must accompany this form.

LOCATION OF PROPERTY	DESCRIPTION OF PROPERTY	YEAR INSTALLED	ACQUISITION COST	ASSESSOR'S USE

**OTHER INFORMATION REQUIRED WITH THIS RETURN**

Type of Business Entity (Check One): Corporation  Partnership  Sole Proprietor  Other: \_\_\_\_\_

Description of Business Activity: \_\_\_\_\_

Enter Federal Employers Identification Number (FEIN) REQUIRED: \_\_\_\_\_

Business Registration Account ID: \_\_\_\_\_

Please insert North American Industry Classification System Code (NAICS), if known: \_\_\_\_\_

DEPRECIATION SCHEDULE Attached? Yes  No  (Explain) \_\_\_\_\_

BALANCE SHEET Attached? Yes  No  (Explain) \_\_\_\_\_

In lieu of a balance sheet, a Profit or Loss Statement (Schedule C) from your Federal Income Tax Return may be submitted. Failure to attach these items will be grounds upon which the County Assessor may reject this return. If you need forms or assistance, contact the County Assessor.

I, \_\_\_\_\_, (president, treasurer, manager, owner or other title)

of \_\_\_\_\_, do affirm that the information on this return, to the best of my knowledge and judgment, is true in all respects; that it contains a statement of all the real estate and personal property, including credits and investments belonging to the business; that the value affixed to such property is, in my opinion, its true and actual value, by which I mean the price at which it would sell if voluntarily offered for sale on such terms as are usually employed in selling such property, and not the price which might be realized at a forced or auction sale; and said business has not, to my knowledge, during the sixty-day period immediately prior to the first day of the assessment year converted any of its assets into nontaxable securities or notes or other evidence of indebtedness for the purpose of evading the assessment of taxes thereon.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

YEAR \_\_\_\_\_  
COMMERCIAL BUSINESS  
PROPERTY RETURN

For Internal Use  
NAICS

ACCOUNT NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

DBA \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

DISTRICT \_\_\_\_\_

FEDERAL EMPLOYERS IDENTIFICATION NUMBER \_\_\_\_\_  
IS REQUIRED

BUSINESS REGISTRATION ACCOUNT ID \_\_\_\_\_

FILING LATE OR FAILURE TO FILE BY SEPTEMBER 1 MAY RESULT IN A PENALTY OF \$25 - \$100 FOR ASSESSOR'S USE

LEASED PROPERTY \_\_\_\_\_

REAL ESTATE \_\_\_\_\_

CLASS 3 OR 4 SCHEDULES

A-MACH. & EQUIPMENT \_\_\_\_\_

A-FURN. & FIXTURES \_\_\_\_\_

A-LEASEHOLD IMPROV. \_\_\_\_\_

A-COMPUTER \_\_\_\_\_

A-HIGH TECH. PROP. \_\_\_\_\_

B-INVENTORIES \_\_\_\_\_

C-MACH. & TOOLS N/INST. \_\_\_\_\_

D-OTHER PROPERTY \_\_\_\_\_

E-VEHICLES \_\_\_\_\_

F-INC. CONSTRUCTION \_\_\_\_\_

G-SALVAGE MACH. & EQUIP. \_\_\_\_\_

H-POLLUTION FACILITIES \_\_\_\_\_

TOTAL CLASS 3 OR 4 \_\_\_\_\_



VEHICLE, MOTORBOAT AND FARM EQUIPMENT DEALER'S INVENTORY WORKSHEET

Dealer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

I.	Gross Sales: Total Annual Vehicle, Motorboat and Farm Equipment Gross Sales for Calendar Year Beginning January 1, 2021 and Ending December 31, 2021. (Enter gross sales. Do not enter the value of the property.)	\$
II.	Less Excluded Sales of Specified Vehicles, Motorboats and Farm Equipment	
	A. Fleet Sales (Enter gross sales 1-1-21 to 12-31-21. Do not enter the value of the property.)	\$
	B. Trucks Over 16,000 lbs. GVW (Enter gross sales 1-1-21 to 12-31-21. Do not enter the value of the property.)	\$
	C. Transactions Between Dealers (Enter gross sales 1-1-21 to 12-31-21. Do not enter the value of the property.)	\$
	D. Drop Shipments (Enter gross sales 1-1-21 to 12-31-21. Do not enter the value of the property.)	\$
	E. Other Vehicles and Equipment Not Subject to Valuation Under West Virginia Code § 11-6C-1 et seq. (Enter gross sales 1-1-21 to 12-31-21. Do not enter the value of the property.) (See instructions.)	\$
III.	Sub Total Excluded Vehicles and Equipment (A Through E)	Less (-) \$
IV.	Annual Dealer's Inventory Subject To Valuation Under § 11-6C-1 et seq. (I Less III)	\$
V.	Divided by 12 or the Number of Months You Were in Business During Calendar Year 2021	÷
VI.	Sub Total Dealer Inventory (Line IV divided by 12 or months in business)	\$
VII.	Add Other Inventory Subject to Valuation	
	A. Heavy Duty Trucks Over 16,000 lbs. GVW in Dealer's Possession as of July 1, 2022. (Enter the value of property in your possession on July 1, 2022, not sales.)	\$
	B. Other Vehicles and Equipment in the Dealer's Possession as of July 1, 2022 Not Subject to Valuation Under West Virginia Code § 11-6C-1 et seq. (Enter the value of property in your possession on July 1, 2022, not sales.) (See instructions.)	\$
	C. Dealer's Inventory of Parts and Supplies Held for Resale as of July 1, 2022. (Enter the value of property in your possession on July 1, 2022, not sales.)	\$
	D. Dealer's Inventory of Parts and Supplies Held for Owner's Use as of July 1, 2022. (Enter the value of property in your possession on July 1, 2022, not sales.)	\$
VIII.	Sub Total Other Inventory (A Through D)	\$
IX.	Total Dealer's Inventory (Vehicle, Motorboat and Farm Equipment Inventory Plus Other Inventory – VI and VIII)	\$

Note: A copy of the dealer's income statement for the year ending December 31, 2021 must be attached with the worksheet. Sole proprietors who do not have an income statement must submit a *Schedule C – Profit and Loss Statement* from your Federal Income Tax Return for 2022. Failure to attach the income statement may be grounds upon which the assessor may reject this return.



## VEHICLE, MOTORBOAT AND FARM EQUIPMENT DEALER'S INVENTORY INSTRUCTIONS

West Virginia Code § 11-6C-1 et seq. establishes a special method of appraising vehicle, motorboat and farm equipment dealer inventory. This provides that in estimating the market value of such inventory the assessor shall use annual sales for the previous calendar year divided by 12 to determine the market value of the dealer inventory as of July 1. Vehicles are defined in West Virginia Code § 17B-1-1 and motorboats are defined in § 17A-6-1. This calculation also applies to house trailers and factory-built homes.

West Virginia Code § 11-6C-1 was amended in 2008 to include farm equipment dealers in this special method of valuing inventory. However, only farm equipment that is titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser is subject to valuation under West Virginia Code § 11-6C-1 et seq. All other farm equipment inventory in the possession of the farm equipment dealer on the assessment day is subject to valuation and assessment under West Virginia Code §§ 11-3-1 et seq. and 11-5-1 et seq. "Farm equipment dealers" means a person, partnership, corporation, association or other form of business enterprise which primarily sells farm equipment as defined above.

Farm equipment includes, but is not limited to, the following equipment, and also includes attachments and repair parts for the following equipment: tractors; crawler tractors (other than bulldozers); walking tractors; cultivators; plows; harrows; power tillers; rotary tillers; spading machines; subsoilers; plastic mulch layers; planters and planting machines; seeders; mechanical transplanters; manure spreaders; fertilizer spreaders; insecticide and fertilizer sprayers; irrigation equipment; harvesters; fixed and portable belt and screw type conveyors exclusively used in agriculture; cotton pickers; hullers; swathers; windrowers; balers; bale movers exclusively used in agriculture; hay conditioners; hay mowers; mowing machines; mower/conditioners; hay rakes; hay tedders; feed grinders; grain carts; rock pickers; milking machines and milking machine components; animal trailers, to the extent that they constitute tangible personal property; apiary equipment.

Only those items of the above listed farm equipment that are titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser is subject to valuation under West Virginia Code § 11-6C-1 et seq.

Farm equipment does not include: (1) property that is not tangible personal property, (2) building materials and equipment that is installed into a building or structure so as to be converted upon installation into a fixture or into real property, (3) cars, trucks, motorcycles and any other self-propelled machines designed primarily for the transportation of persons or property on a street or highway, (4) trailer or towed machines or apparatus designed primarily for the transportation of persons or property on a street or highway, (5) fork lifts, backhoes, earth movers, bulldozers, end loaders, power shovels, excavators or other equipment primarily designed to be used in earth moving, excavation or construction activity, or in the activity of warehouse materials handling, (6) airplanes and other aircraft, and (7) all terrain vehicles, motorcycles and other off road vehicles primarily designed for recreational use.

The following are general instructions to assist you in completing the Vehicle, Motorboat and Farm Equipment Dealer's Inventory Worksheet, which is to be filed with the *Commercial Business Property Return* (STC 12-32C).

Farm equipment dealers please pay particular attention to the definition of farm equipment. Sales of farm equipment titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be included on the worksheet's gross sales calculation. The value of equipment not defined to be farm equipment and the value of farm equipment that is not titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be entered on line VII(B).

Note: You do not have to complete Schedule B of the *Commercial Business Property Return* (STC 12-32C) if you complete the worksheet.

- I. Enter the gross sales or total annual sales. This is the amount received in money, credits, property, services, or other considerations, without deductions for interest expense, other expenses, and trade-ins, for the calendar year beginning January 1, 2021 and ending December 31, 2021. The gross sales are to include all sales of vehicles, motorboats and farm equipment including the sale of leased vehicles.
- II. Inventory that is excluded from the new valuation process are sales during the previous calendar year including:
  - A. Fleet Sales - A transaction involving (a) five (5) or more units sold to a single business entity and, (b) the buyer has a manufacturer's or distributor's fleet I.D. number.
  - B. Trucks - of 16,000 lbs. or more gross vehicular weight (GVW). These vehicles are appraised based on inventory on-hand July 1.
  - C. Transactions between dealers to include sales, trades between dealers or wholesalers licensed as new or used vehicle, motorboat or farm equipment dealers.
  - D. Drop Shipments - Commonly known as courtesy deliveries to include units which were not physically held as inventory by the dealer at any time during the preceding year.
  - E. Other Vehicles, i.e., snowmobiles and ATV's which may have been included in the gross sales are to be excluded and appraised based on the inventory on hand as of July 1. Note sales of farm equipment that is not titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be entered on line E.
- III. Subtotal of excluded inventory of the previous year.
- IV. The "gross sales" or "total annual sales" of the previous years less the excluded inventory.
- V. If you were in business during the entire 2021 calendar year, divide Roman Numeral IV by 12. If not, divide by the total number of months you were in business during calendar year 2021.
- VI. The result is the total inventory subject to valuation under West Virginia Code § 11-6C-1 et seq.
- VII. The dealer is to list the other inventory subject to valuation and in their possession as of the July 1, 2022 assessment date.
- VIII. The total of inventory items "A" through "D".
- IX. The total inventory of the vehicle dealer to include vehicle, motorboat and farm inventory subject to valuation under West Virginia Code § 11-6C-1 (VI plus VIII).

## Rental Car Inventory Worksheet

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Physical Location: \_\_\_\_\_

\_\_\_\_\_

County: \_\_\_\_\_

Calendar Year 2021	# of Vehicles	Gross Value
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Sub Total:</b>		
<b>Divided by 12 or the Number of Months Included Above</b>		
<b>Add Other Inventory</b>		
<b>Total Rental Car Inventory</b>		

## RENTAL CAR INVENTORY WORKSHEET INSTRUCTIONS

The following are general instructions to assist you in completing the Rental Car Inventory Worksheet which is to be filed with the *Commercial Business Property Return (STC 12:32C)*.

West Virginia Code § 11-6C-1 et seq. and established a special method of appraising inventory of rental car companies. This provides that the market value of rental car inventory shall be the gross value of all daily passenger car inventory made available by a daily passenger rental car business on the first day of each month of the immediately preceding calendar year: Provided, that the car rental business shall add together the gross values and divide that sum by 12. Gross value is defined to mean the lowest value for each vehicle as shown in a nationally accepted used car guide determined by the Tax Commissioner. For Tax Year 2023, the used car guides developed by the National Auto Dealer's Association (NADA) will be used. To calculate the gross value of any vehicle which does not appear in the NADA publications, the Tax Commissioner shall determine a percentage to apply to the manufacturer's suggested retail price (MSRP). For Tax Year 2023 that percentage will be 85%.

**Note:** You do not have to complete Schedule B of the *Commercial Business Property Return (STC 12:32C)* if you complete this worksheet. However, any vehicles owned by a rental car company which are not a part of daily passenger car inventory (employee vehicles, etc.) should be reported on Schedule H.

1. List the total gross value of rental car inventory as of the first day of each month of the previous year.
2. Add the monthly gross value totals.
3. If you were in business the entire 2021 calendar year, divide the total by 12, if not divide by the number of months you were in business during 2021 (be sure this corresponds to the number of months for which you have provided gross value amounts).
4. This is the total vehicle inventory amount subject to valuation under West Virginia Code § 11-6C-1.
5. List any other inventory subject to valuation and in your possession as of the July 1, 2022 assessment date.
6. Add the vehicle inventory total and the other inventory total.

Should you have additional questions, please contact your local assessor.