

**STATE OF WEST VIRGINIA
Tax Department
Industrial Business Property Return**

For Internal Use NAICS

THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN OCTOBER 1. PLEASE RETURN TO:
WEST VIRGINIA STATE TAX DEPARTMENT, APPRAISAL SERVICES SECTION, P.O. BOX 2389, CHARLESTON, WV 25328-2389

The following is a complete and accurate report of all property owned by the undersigned at this location on July 1, _____.

This business is in the County of _____; District of: _____; Town/City of: _____.

BASIC BUSINESS INFORMATION			
(PP11) BUSINESS NAME AND MAILING ADDRESS		(PP51) AGENT OR PREPARER'S NAME AND ADDRESS	
NAME		NAME	
ADDRESS		ADDRESS	
CITY		CITY	
STATE	ZIP CODE	STATE	ZIP CODE
PHONE ()	EXTENSION	PHONE ()	EXTENSION
PRIMARY OWNER NAME AND ADDRESS (IF NOT SAME AS MAILING ADDRESS)		PLACE WHERE RECORDS ARE KEPT	
NAME		PHONE ()	
ADDRESS		(PP11) PHYSICAL LOCATION OF BUSINESS IN WEST VIRGINIA (IF NOT THE SAME AS MAILING ADDRESS)	
CITY		ADDRESS	
STATE	ZIP CODE	CITY	
PHONE ()	EXTENSION	STATE	
		ZIP CODE	

Return is to be filed by **all** Industrial Property owners. The law provides that every incorporated or unincorporated industrial property owner, foreign or domestic, liable to taxation shall make a report in writing to the State Tax Department. **West Virginia Code § 11-1C-10** defines **Industrial Property** as real and personal property integrated as a functioning unit intended for the assembling, processing and manufacturing of finished or partially finished goods.

(PP13) REPORT OF PROPERTY YOU LEASE FROM OTHERS				
This space is provided for the reporting of property 'in charge of but not owned by' the entity completing this form (as Agent, Bailee, Lessee or other representative capacity) such as, but not limited to, leased machinery, business or data processing equipment, vending machines, etc. Indicate the name and address of owner, the property leased, the gross annual rent, and estimated value. Attach additional sheets if needed.				
NAME, ADDRESS AND TELEPHONE NUMBER OF PROPERTY OWNER	TYPE OF PROPERTY	GROSS ANNUAL RENT	ESTIMATED VALUE	TAX DEPT USE

REAL ESTATE								
List Real Estate situated in this county as required. The value estimate is your opinion of market value as of July 1, this year.								
ITEM 1 - DESCRIPTION SHOWN ON LAND BOOKS OR TAX STATEMENTS	SURFACE Only (✓)	MINERAL Only (✓)	IN FEE(✓)	QUANTITY IN ACRES	OWNER'S VALUE LAND	OWNER'S VALUE BLDGS	TOTAL OWNER'S VALUE	TAX DEPT USE

ITEM 2 - If you have added or deleted buildings (if deleted, identify as such) whereby the value of the real property has been altered by more than \$1,000 since last return, describe the improvement or deletion and the location. Owner's value should reflect both material and labor. If work is in progress on July 1 of this year, then report on Schedule E.			
DESCRIPTION OF IMPROVEMENT OR DELETION	LOCATION	OWNER'S VALUE	TAX DEPT USE

(PP13 or PP17) BUILDINGS ON LEASED LAND		
Buildings permanently fixed or intended for permanent fixture to land which is not owned by entity which owns the building(s). The lease must be a contract which transfers all or part of the right to use of the land, exclusion and disposition from owner to tenant in exchange for a promise to pay rent.		
NAME AND ADDRESS OF LAND OWNER	OWNER'S VALUE BUILDING	TAX DEPT USE

Note: Other leasehold improvements, to be reported on **SCHEDULE A**, are improvements and/or additions exclusive of buildings, to leased property which have been made by the lessee.

PROPERTY INFORMATION

**SCHEDULE A
(PP13 or PP17)**

MACHINERY, EQUIPMENT, FURNITURE, AND LEASEHOLD IMPROVEMENTS

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 F."* 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.** *All Vehicles and Rolling Stock are to be reported in "Schedule I."* This section must be completed in its entirety ~ simply attaching a listing will not be sufficient.

	MACHINERY & EQUIPMENT			FURNITURE & FIXTURES		
YEAR PURCHASED	ACQUISITION COST	OWNER'S VALUE	TAX DEPT USE	ACQUISITION COST	OWNER'S VALUE	TAX DEPT USE
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						
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PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
19__ AND PRIOR						
TOTALS						

	LEASEHOLD IMPROVEMENTS			COMPUTER EQUIPMENT		
YEAR PURCHASED	ACQUISITION COST	OWNER'S VALUE	TAX DEPT USE	ACQUISITION COST	OWNER'S VALUE	TAX DEPT USE
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 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
PREVIOUS YR 19						
19__ AND PRIOR						
TOTALS						

SCHEDULE B INVENTORY, MATERIALS, FINISHED GOODS, CONSIGNED INVENTORY, SUPPLIES (PP13 or PP17)

Inventory includes all raw materials, goods in process of manufacturing, finished goods, consigned goods, goods held for resale, parts held for owner's use and supplies. (Note: Please list method of valuing inventory for resale Fifo, Lifo, etc.)

DESCRIPTION	ADDRESS OF CONSIGNORS OR FURTHER DESCRIPTION	ACQUISITION COST	OWNER'S VALUE	TAX DEPT USE
RAW MATERIALS				
GOODS IN PROCESS				
FINISHED GOODS				
INVENTORIES CONSIGNED TO YOU				
REPAIR PARTS HELD FOR OWNER'S USE				
SUPPLIES				
TOTALS				

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 \$ _____ Tax Dept. Use _____

