

SUPPLEMENTAL FILING INSTRUCTIONS FOR  
THE INDUSTRIAL PROPERTY RETURN  
TAX YEAR 2009

**SCHEDULE A. Machinery and Equipment, Furniture and Fixtures, Leasehold Improvements, Computer Equipment – Summarize by Year of Acquisition.**

Report all property owned on July 1, 2008. The acquisition cost should include the original cost, freight, installation costs, trade-ins and all other associated costs. Rolling stock and lift trucks are to be listed in Schedule I. **If leasehold improvements are reported, please include brief description of the items to assure they are not valued as part of the real property. This section must be completed in its entirety ~ simply attaching a listing will not be sufficient.**

**SCHEDULE B. Inventory, Materials, Finished Goods, Consigned Inventory, Supplies.**

List each category by acquisition cost as of July 1, 2008. If the owner's value is different from the acquisition cost, 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 acquisition cost. Detailed information must accompany any request for Freeport Exemption of inventory. At a minimum, the following information should accompany the request; the inventory type (i.e., finished goods, goods-in-process, etc.), a detailed inventory list, the physical location of said inventory as of July 1, 2008 the point of final destination as **determined effective July 1, 2008**, and an explanation why, in your opinion, stated inventory should be exempted. **Only finished goods will be considered for Freeport Exemption.** Failure to submit the above requested information will result in a recommendation of denial of the Freeport Exemption.

**SCHEDULE C. Machinery, Equipment and Fixtures in Process of Installation.**

List all costs associated with machinery and equipment and fixtures not yet installed for operation or production as of July 1, 2008. The acquisition cost is to include the original cost, freight, trade-ins and other associated costs.

**SCHEDULE D. Other Personal Property.**

List all other property not elsewhere reported. Please list by year of acquisition and acquisition cost.

**SCHEDULE G. 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 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 the property tax return (STC 12:32I) or the equipment, apparatus and components must be contained on the approved 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 upon request.

**SCHEDULE H. Molds, Jigs, Dies, Forms, Patterns and Templates.**

West Virginia Code §11-6E-3 provides that for ad valorem property taxation all molds, jigs, dies, forms, patterns, and templates directly used in the manufacturing process are to be valued at their salvage value which is defined as 5% of original cost or their fair market salvage value, whichever is less. Please complete the enclosed *Worksheet for Molds, Jigs, Dies, Forms, Patterns and Templates*. Those which are directly used in the manufacturing process are to be listed in item 1 (Specialized Manufacturing Production Property). Those that are not used in the manufacturing process are to be listed in item 2 (Specialized Non-Manufacturing Production Property) and will be valued at their market value. Please transfer the totals from the worksheet to Schedule H of the return and include the worksheet with the return when filing.

**SCHEDULE I. Vehicles, Trailers, Boats, Aircraft, Mobile Homes and Rolling Stock.**

Please include **acquisition date and cost, year manufactured, make, model, serial number and any options for all rolling stock**, i.e., wheel loaders, crawler and wheel tractors, excavators, graders and lift trucks. All vehicles, trailers, boats, aircraft and mobile homes, except trucks and tractors with apportioned plates, are to be reported on this return.

**OTHER INFORMATION REQUIRED WITH THESE RETURNS: A fixed asset listing or depreciation schedule and a balance sheet MUST be filed with this return. Failure to attach any of the requested information will result in the return being rejected.**

#### ADDITIONAL INFORMATION

1. West Virginia Code § 11-6F-1 provides that capital additions to manufacturing properties may qualify as certified capital additions and will be valued as salvage value for ad valorem tax purposes. The manufacturing facilities must have an original real and personal property investment of at least 100 million dollars and the capital improvement must be at least 50 million dollars. A separate application must be filed with the office of the State Tax Department on or before the date the property is to be reported on this return. Please call (304) 558-3940 for additional information.
2. West Virginia Code states: All property returns must be filed as soon as possible after July 1 but no later than October 1. **No extensions will be granted.**
3. Failure to file a property tax return (STC 12:32I) 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 may forfeit, at the discretion of the assessor or tax commissioner for good cause shown, not less than \$25.00 nor more than \$100.00 and shall be denied all remedy provided for the correction of any assessment made by the assessor. Also, a forfeiture of **one percent** of the **value of the property** may be applied.
4. Property returns are to be filed with the State in accordance with Chapter 11, Article 1C, Section 10 et seq. of the West Virginia Code, which reads in pertinent part, “(a) All owners of the industrial property and natural resources property each year shall make a **return to the state tax commissioner** and, if requested in writing by the assessor of the county where situated, to such county assessor at a time and **in the form specified by the commissioner** of all industrial or natural resources property owned by them.” (Emphasis added)
5. The return must be completed in its entirety. 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.” For example, if you do not own any vehicles, you would write “None” in Schedule I (Vehicles, Trailers, Boats, etc.). Again, any return received that is incomplete will be rejected and returned to you for resubmission. This includes the submission of a depreciation schedule or fixed asset listing and balance sheet with the return.
6. An individual return is to be filed for each industrial business location within the State of West Virginia.
7. Completed industrial property returns (STC 12:32I) are to be mailed to the following address:

State Tax Department  
Property Tax Division  
Appraisal Services Section  
P. O. Box 2389  
Charleston, WV 25328-2389  
or  
1124 Smith Street, Room 211  
Charleston, WV 25301

**ANY QUESTIONS: PHONE (304) 558-3940**

**FAX NUMBER: (304) 558-1843**