

Henry County Personal Property Guide

Business Owners

Helpful Hints

- Businesses located in Georgia counties on January 1st are subject to personal property tax
- Personal Property includes: machines, equipment, furniture, fixtures, décor, or any other asset that can be moved from one location to another.
- Use the grouping examples on the instruction sheet to group all assets on Schedule A per year purchased. This should show a total value for each year.
- If you have additions, disposals or transfers, please attach a detailed list with the return to be applied
- Office supplies, Inventory, etc. should be listed on Schedule B of the return.

Did You Know...?

- All businesses are required to file a return by April 1st, by law in Georgia
- Freeport is an exemption given to manufacturers, distributors and inventory destined for out of state. You must apply every year with your personal property return filing by April 1 for the full exemption.

Businesses Moved/Closed/Sold

- Taxpayers must notify both Occupational Tax Office and Tax Assessor's Personal Property Dept. respectively, upon closing
- Please provide documentation with supporting evidence such as:
 - o Bill-of-Sale OR Lease Agreement

Marine Owners

Helpful Tips

- All boats owned and located in Georgia counties on January 1st are subject to personal property tax
- It is the taxpayer's responsibility to notify the Personal Property Office and Dept. of Natural Resources of changes.
- The Marine return provides you the opportunity to correct any errors on your boat. Please review boat and motor information and update as needed.
- We use market data to determine marine values. Please return your opinion of value for consideration. Additional info may be required for valuation changes.

Boat Sold

- Please provide a Bill-of-Sale complete with:
 - o Date-of-sale, new owner info (name, address, and phone) and marine description
 - o If you do not have a Bill-of-Sale or documentation, please contact our office

Boat Location

- Boats shall be returned to the county where located 184 days a year or more
- If your boat has been outside Henry County for more than 184 days of the year:
 - o Provide documentation with supporting evidence (county bill or docking fees) showing where the boat is housed, date boat arrived at location

Aircraft Owners

Helpful Tips

- **All** aircrafts owned and located in Georgia on January 1st are subject to personal property tax
- The aircraft return provides you with the opportunity to correct any errors on your aircraft account

Engine Hours

- Total airframe hours and hours since last overhaul can significantly affect the fair market value of the aircraft. Please include a copy of your logbook if available.

Aircraft Sold

- Please provide a Bill-of-Sale complete with:
 - o Date of sale, new owner information (name, address, phone) and description of aircraft

Aircraft Hangered Outside of Henry County

- Please provide documentation with supporting evidence showing:
 - o Where the aircraft is hangered OR flight logs showing where most flights originate

Important Information

- Returns are due April 1st. Only the official postmark of the USPS determines timeliness. We do not accept metered mail as timely.
- Visit www.henrycountytax.com for online payments and balances
- Call our main line at 770-288-7999 and ask for a Personal Property Appraiser
- Physical Address: 140 Henry Parkway, McDonough, GA 30253

All returns must be signed or the information is not valid!!