

Personal Property Tax Guide – Please Keep for Your Records

Did you know...

- All business located in Georgia as of January 1st of any given year are subject to personal property ad valorem taxation.
- **All businesses are required by law to file the Business Personal Property Tax Return (PT-50P) to the Tax Assessor's Office by April 1st of each year.**
- Personal property includes machinery, equipment, furniture, fixtures, inventory, supplies, and construction in progress.
- The most recent inventory schedule and asset list indicating the date of acquisition, original cost, and description of each asset should be submitted with the Business Personal Property Tax Return by **April 1st**.
- Returns may be submitted by mail or in person to the Tax Assessors office. If mailing, metered mail will not be accepted as proof of timely filing.
- If the business moves, is sold, or closes the business owner must notify both the Occupational Tax Office (Tax Commissioner) **AND ALSO** the Personal Property Tax Office (Tax Assessor) by completing the annual Business Personal property Tax Return.
- Non-profit businesses must apply for exempt status.
- Late filings will incur a penalty for all new assets or inventory.

Business Personal Property Tax Return

BUSINESS PERSONAL PROPERTY TAX RETURN		IN YEAR	IF ASSISTANCE NEEDED CALL	ACCOUNT NUMBER
THIS RETURN IS TO BE COMPLETED BY THE BUSINESS OWNER OR AN AUTHORIZED REPRESENTATIVE OF THE BUSINESS. PLEASE PRINT CLEARLY AND IN INK.		04-15-20	800-370-7222	
BUSINESS NAME AND ADDRESS		BUSINESS PHYSICAL LOCATION		
CITY, STATE, ZIP		IF MAILING ADDRESS OR NAME IS INCORRECT PLEASE CORRECT IN THE SPACE PROVIDED BELOW		
NAME		ADDRESS		
CITY, STATE, ZIP		CITY, STATE, ZIP		
PERSONAL PROPERTY STRATA		The values from Schedules A, B, and C should be listed below. If these values in your opinion do not reflect the market value then attach your estimate of value under the column headed Taxpayers Estimated Value.		
1. Furniture/Furnishings/Machinery/Equipment -- includes all furniture, fixtures, office equipment, computer hardware, production machinery, off-road vehicles, farm equipment and implements, boats and implements of various pleasure boats, recreational improvements personal property in nature and construction in progress personal property in nature.		NUMBER OF UNITS	ESTIMATED MARKET VALUE AS OF JAN 1	TAXPAYER'S OFFICE USE
2. Inventory -- includes all raw materials, goods in process, finished goods, livestock and agricultural products, all consumable supplies used in the process of manufacturing, assembling, fitting or re-manufacturing of goods and services, floor covering, inventory and spare parts.				
3. Freight Inventory -- includes finished acquisition amount under O.C.G.A. §§ 48-5-48.2 and 48-5-48.6.				
4. Other Personal -- includes all personal property not otherwise defined above.				
TOTALS				
It shall be the duty of the county Board of Tax Assessors to investigate and to inquire into the property owned in the county for the purpose of ascertaining what property is subject to taxation and to receive the proper return of the property for taxation.				
TAXPAYER'S DECLARATION				
I do solemnly swear that I have carefully read (or have heard read) and have duly considered the questions propounded in the foregoing tax list, and that the value specified here on the property returned, as shown by the list, is the true market value thereof and I further swear that I returned, for the purpose of being taxed thereon, every species of property that I own in my own right or have control of either as agent, executor, administrator, or otherwise, and that in making this return, for the purpose of being taxed thereon, I have not attempted either by transferring my property to another or by any other means to evade the laws governing taxation in this state. (No further return that is required to be made by me to the Board of Tax Assessors for the purpose of every species of property contained therein.)				
TAXPAYER OR AGENT Y _____		TITLE _____		
PLEASE PRINT OR TYPE NAME _____		DATE _____ PHONE NUMBER _____		
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Business Personal Property Tax Timeline

- **January 1** – Date of Assessment
- **April 1** – Business Personal Property Tax Return
- **May** – Notice of Assessments are mailed from the Tax Assessor's Office (this is not a bill)
- **August/September** – Tax bills are mailed by Tax Commissioner's Office
- **October/ November** – Tax bills are due to the Tax Commissioner's Office by November 16th every year. The Personal Property Tax bill that you could receive is required to be paid before you can renew your business license per ordinance Sec. 2-4-35.

QUESTIONS REGARDING ANY OF THE ABOVE INFORMATION CAN BE ANSWERED THROUGH THE FOLLOWING RESOURCES:

Henry County Tax Assessor Office, Personal Property Department
770-288-7999, option 1
 140 Henry Parkway
 McDonough, GA 30253

Instructions on how to complete the Business Personal Property Return can be found at:

<https://www.qpublic.net/ga/henry/forms.html>