

Business Closure:

If your business was not operating prior to January 1 and you still received a personal property schedule, please note the closure on the back of the schedule in the notes area, sign, and return it to the Assessor's Office. Notifying the State of Tennessee Department of Revenue of your business closure does not close your tangible personal property account in the Assessor's Office. You must notify each entity separately. **Failure to report a closed business to the Assessor's Office will result in a forced assessment and a corresponding tax bill.**

Audits:

Per state law, your business may be randomly selected for audit. Methods vary based on the size of the business. You may be required to provide records detailing asset description and original cost.

IMPORTANT NUMBERS

Assessor of Property
(931)484-5745

Trustee
(931)484-5730

City tax collector
(931) 484-5113

IMPORTANT DATES

February 1: Personal Property schedules mailed to each business owner by this date.

March 1: Personal property schedules should be returned by this date.

May 20: Assessments should be complete and change notices mailed.

June: County Board of Equalization meets for appeals (first 10 business days)

September 1: Last day to file amended schedule for the previous tax year.

Operating A Business In Cumberland County



**Important information to
know regarding your
business**

Sandy Gilbert
Cumberland County
Assessor of Property
2 South Main Street, Ste 101
Crossville, TN 38555
(931) 484-5745

Congratulations on obtaining your new business license! The Assessor of Property's Office will soon be receiving a copy of your business license from the County Clerk's Office and open a tangible personal property account for your business. The information in this brochure will let you know what your responsibilities are pertaining to the tangible personal property taxes that you must pay to the City of Crosville and/or Cumberland County each year.

What is Tangible Personal Property?

Tangible personal property is property owned or held by a business to operate, including but not limited to, furniture, fixtures, vehicles, tools, machinery, equipment, raw materials, and supplies.

How much will my Personal Property taxes be and when are they due?

In Tennessee, personal property is assessed at 30% of its appraised value. Your personal property appraisal is based on the values of items you turn in on your personal property schedule.

County tax bills: Mailed in October and due to the Trustee by the following February. **City tax bills:** Mailed in July and due to City tax collector by November.

When will I receive a Tangible Personal Property schedule?

Schedules are mailed by February 1 every year. The schedules are to be completed, signed, and returned by the business owner or the business owner's representative by March 1 to the Assessor's Office. If nothing has changed with your business and the schedule is correct, simply write 'no change' in the notes box, sign, and return it. All businesses that do not return a schedule will be assigned a forced assessment.

What is a forced assessment?

A forced assessment is an assessment based on an estimation of value and these accounts do not receive depreciation. Each May the business owners with a forced assessment and those whose assessments changed in value will receive an assessment change notice that will tell you the new value.

Why is my personal property schedule already filled out or has blank areas?

Amounts appearing under the Cost on File columns are figures that have previously been reported. If the columns are blank, then we are not aware of those assets. Please review for correctness and indicate any changes on the form.

What can I do if I don't agree with my assessment?

Assessments are based on the values you submit on your schedule unless you receive a forced assessment for not returning a schedule by March 1. If you do not agree with your new value, you may appeal to the county board of equalization that meets the first 10 business days of June. Contact our office at the end of May to make an appointment.

I purchased a business that owes back taxes. Who is responsible for those taxes?

Business owners must pay delinquent personal property taxes to the Trustee's Office within 15 days of the sale or closure. If you are buying a business, you have the right to withhold a sufficient amount of the purchase money to cover any unpaid taxes (including penalties and interest), until the former owner can produce proof from the Trustee's Office that there is no outstanding balance. Failure to do this will result in both the new and old owner being liable for the payment of all unpaid personal property taxes. [T.C.A. § 67-5-513]

Delinquent personal property taxes are subject to collection by distraint (stress warrant) and sale of any personal property by a lawsuit against the taxpayer and/or garnishment. [T.C.A. § 67-5-2003]