

Union County Tax Administrator

PO Box 97

Monroe, NC 28111

INSTRUCTIONS FOR 2019 PERSONAL PROPERTY TAX LISTING

Call (704) 283-3746 if you have any questions

Listing Number

- A. CHECK NAME AND ADDRESS FOR ACCURACY. If incorrect, strike through on the listing form below and write the correct data.
- B. PRE-LISTED VEHICLES & OTHER PERSONAL PROPERTY. This section includes unlicensed (no tag) vehicles and other personal property listed in your name as of January 1, 2019.
Review this information and strike through any items not owned by you on January 1, 2019. Unlicensed vehicles which do not appear in this section and other personal property owned as of January 1, 2019, must be listed under section G on the back of the form.
- C. Enter Employer, Employer Address, Daytime Phone Number, and Social Security Number in the spaces provided. The disclosure of the social security number is voluntary and is needed to establish the identification of individuals. The authority to request this number for the administration of a tax is given by the United States Code Title 42, Section 405(c)(2)(C)(i) and N.C.G.S. 105-309.)
- D. Enter name of Fire District that services this property.
- E. Check YES if you own a manufactured home. Check NO if you do not own a manufactured home. If you check YES, complete the questionnaire in Section H on the back of the listing form. If your manufactured home is not pre-listed on the front of the listing form, please list it in the appropriate area in Section G on the back of the listing form.
- F. If you use a P.O. Box to receive your mail, give physical address of property.
- G. List any taxable personal property not Pre-Listed on the front of the listing form below. Watercraft includes boats, pontoons, sail boats, jet skis, etc. Note the year, make and size of watercraft and the horsepower of boat motors. This includes unregistered and multi-year tagged vehicles.
- H. Complete the manufactured home questionnaire if you own a manufactured home. Answer YES or NO to every question in the questionnaire. If your manufactured home is not on your land, please give the name of the landowner.
- I. SIGNATURE: Sign and Date to affirm accuracy of the listing.

UNION COUNTY, NORTH CAROLINA 2019 PERSONAL PROPERTY ASSESSMENT LISTING FORM RETURN TO: UNION COUNTY TAX ADMINISTRATOR, P.O. BOX 97. MONROE, NC 28111-0097 TELEPHONE NUMBER: 704 283-3746 THIS FORM APPROVED BY NORTH CAROLINA DEPT. OF REVENUE				C Employer If self give name of business Employer Address Employer Phone Home Phone Social Security Number	
OWNER ID NUMBER	Listing No.	Tax District	Late List Penalty	D In what Fire District is the property located?	
A PLEASE MAKE CORRECTIONS TO NAME AND ADDRESS BELOW PLEASE SIGN AND DATE YOUR LISTING FORM ON THE LAST PAGE				E Do you own a manufactured home? YES ___ NO ___ If you answered YES, please complete the questionnaire on the back under Section H. If your manufactured home is not pre-listed on the front of the listing form, please list it in the appropriate area of Section G of the listing form.	

TO AVOID LATE LISTING PENALTY OR 10% TAX ON MOTOR VEHICLES WITH EXPIRED TAGS AND OTHER TAXABLE PERSONAL PROPERTY, RETURN NO LATER THAN JANUARY 31, 2019

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G List Any Additional Personal Property Not Shown on Front Unregistered and multi-year tagged vehicles - Indicate size of camping trailers					OFFICE USE ONLY	
YR	MAKE	MODEL	COMPLETE VIN			COND.
			YR	MAKE	100% COST	Yr Acq
PROPERTY DESCRIPTION						
WATERCRAFT SIZE ___ FT						
BOAT MOTOR ___ HP						
AIRCRAFT Ser# _____ Model _____						
LOCATION						
Mobile Home (SIZE ___ FT x ___ FT)						
MOBILE HOME LOCATION						

H MANUFACTURED HOME QUESTIONNAIRE	
If you own a manufactured home, please complete this questionnaire.	
1. Is your manufactured home a residential unit?	YES NO
2. Have the following been removed:	
Tongue or moving hitch?	YES NO
Wheels?	YES NO
Axles?	YES NO
3. Is your manufactured home on permanent foundation (footings/piers)?	YES NO
4. Do you own both manufactured home and the land?	YES NO
If your manufactured home is not on your land, give the name of the landowner	

Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, other information, is true and complete.

If this affirmation is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all the taxpayer's property subject to taxation in this county and that this affirmation is based on all the information of which he has any knowledge.

B PERSONAL PROPERTY LISTED LAST YEAR MARK THROUGH ANY ITEM NOT OWNED ON JANUARY 1, 2019						
TYPE	YEAR	MAKE	MODEL	ID NUMBER (IF APPLICABLE)	BODY	Office Use

I _____						
SIGNATURE OF OWNER/AGENT	AGE	DATE SIGNED	SIGNATURE OF OWNER/AGENT	AGE	DATE SIGNED	DATE SIGNED