

Union County Tax Administrator

PO Box 97

Monroe, NC 28111

INSTRUCTIONS FOR 2018 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, 2018.
Review this information and strike through any items not owned by you on January 1, 2018. Unlicensed vehicles which do not appear in this section and other personal property owned as of January 1, 2018, 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
2018 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

OWNER ID NUMBER	Listing No.	Tax District	Late List Penalty
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A. PLEASE MAKE CORRECTIONS TO NAME AND ADDRESS BELOW

PLEASE SIGN AND DATE YOUR LISTING FORM ON THE LAST PAGE

C	Employer
	If self give name of business
	Employer Address
	Employer Phone
	Home Phone
D	Social Security Number
	In what Fire District is the property located?

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, 2018**

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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					

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.

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
Axes?	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	

B PERSONAL PROPERTY LISTED LAST YEAR							MARK THROUGH ANY ITEM NOT OWNED ON JANUARY 1, 2018
TYPE	YEAR	MAKE	MODEL	ID NUMBER (IF APPLICABLE)	BODY	Office Use	

i			
SIGNATURE OF OWNER/AGENT	DATE SIGNED	SIGNATURE OF OWNER/AGENT	DATE SIGNED