

FOR INFORMATIONAL PURPOSES ONLY. DO NOT COMPLETE.

COMMERCIAL PERSONAL PROPERTY RENDITION FORM (A)
Benton County, Arkansas, 2016

Information reported on this form is required by Arkansas State law and is subject to audit by the County Assessor and the State of Arkansas. **Sign and return this form to the county assessor's office postmarked by May 31 to avoid a 10% penalty.** Instructions and statutory provisions regarding the assessment of your commercial personal property can be found at: www.arkansas.gov/acd/forms.html

If any additional assistance is needed please contact:

Business Department

215 EAST CENTRAL, BENTONVILLE AR 72712

Phone: 479) 271-1087

Fax: 479) 271-1074

Email: bccomfiling@bentoncountyar.gov

BUSINESS INFORMATION		OWNER INFORMATION	
Business Name :		PPAN # :	
Business Type :	OFFICE-COMMERCIAL	Owner ID # :	
Business Physical Address :		Owner Name :	
		Owner Mailing Address :	
Business Owner :			
Business Contact Person :		Owner Phone Number :	
Business Phone Number :			
Business Fax Number :		School District :	
Business Email Address :		Real Estate Parcel # :	

SECTION A: APPLICABLE ONLY IF BUSINESS HAS CLOSED, RELOCATED, OR IS SEASONAL

Date Business Closed: _____ Owner's Signature: _____

Date Business Relocated: _____ Business New Location: _____

If Business is seasonal, provide the months of operation: _____

SECTION B: VEHICLES

Please list below or attach an itemized list of information regarding all vehicles owned by your business, including non-licensed. This also includes aircrafts, boats, motors, trailers, RV's, 4 wheelers, and etc.

(Note: A copy of the bill of sale and/or title is required when assessing newly purchased assets.)

Year	Make	Model	Style	VIN #	Purchase Price
NA					

SECTION C: FURNITURE, FIXTURES, MACHINERY, AND EQUIPMENT

Please list below or attach an itemized list of all other personal property owned by your business.
 (Note: All assets considered to have a book value of zero determined by the business must be listed.)

Quantity	Item	Model Number & Year (If Applicable)	Date of Purchase	Purchase Price (Per Unit or Item)
1	DESK		2015	1000
1	LAPTOP	HP	2013	500
1	CELL PHONE	SAMSUNG GALAXY	2014	600
1	CHAIR		2015	75
4	SHELVES		2010	25
2	FILING CABINETS		2015	50
1	MICROWAVE	AMANA	2013	100
1	REFRIGERATOR	WHIRLPOOL	2011	600
1	KEURIG		2014	100
1	WALL DECOR		2015	250
1	EXTERIOR SIGN		2015	500
1	LOBBY FURNITURE (USED)		2015	1000
1	PRINTER	HP LASERJET	2013	150
1	TV	SAMSUNG	2014	500
1	CONFERENCE ROOM FURNITURE		2015	1000



SECTION D: LIVESTOCK AND BREEDERS

Year	Description	Registered (Yes or No)	Purchase Price
NA			

SECTION E: AGRICULTURAL EQUIPMENT LISTING

How many acres are farmed in this county? _____

Agricultural Equipment includes the following: Tractors, Cotton Pickers, Combines, Cotton Modules, Trailers, Irrigation Equipment, etc.

Year	Item	Make	Model Number & Length	Serial or VIN Number	Purchase Price
NA					

SECTION F: LEASED PERSONAL PROPERTY

List below any items in your possession that are leased. This is to ensure that the property is assessed to the proper owner and NOT YOUR BUSINESS. You may attach a separate list or attach a copy of each signed lease. An example of leased items: Copy Machines, Vending Machines, Vehicles, Farm Equipment, Printers, etc...

Item	Model	Year	Date of Lease	Lease Company Phone Number	Leasing Entity Name & Address <small>(Note: A copy of the lease agreement may be required if additional information is required by the local Assessor.)</small>
XEROX	5500DTN	2014	1/2/2015	PBS 479-555-5555	SEE ATTACHED LEASE AGREEMENT

SECTION G: INVENTORY AND SUPPLIES

Please list below the average prior year value of inventory and supplies owned by your business, including floor-planned goods and those consigned from outside of Arkansas.

MERCHANTS

(Note: Inventory and supplies are required to be reported.)

	Owner's Value
1. Last year's average goods held for sale	NA
2. Last year's average supplies, packaging, etc.	500
3. TOTAL AVERAGE INVENTORY (Lines 1 & 2)	
4. Optional -- Last year's annual gross sales if inventory is not reported: (Note: Inventory Multipliers located in the Commercial Personal Property Manual will be applied to Gross Sales to determine the inventory, if the business fails to report inventory above.)	

SECTION H: MANUFACTURERS' INVENTORY REPORT

This section is for the purpose of allowing County Assessor's to determine the extent of assessment of manufactures' raw materials, work-in-progress, and finished goods inventories. The portion of the average value of these inventories sold in Arkansas are assessable. The contents of the section must be attested by the appropriate individual or corporate officer, and are subject to audit and verification.

Instructions for Completion: Under Arkansas Law, the value of raw materials, work-in-progress, and finished goods inventories are assessed based on the annual average level from the year prior to the year of assessment. (1) The cost basis for **raw material** value should reflect the sum of acquisition cost, freight, overhead, and any other costs necessary to bring the material to a condition of utility to the owner. (2) The cost basis for **work-in-progress** should reflect the total cost of raw material plus labor, machine time, and any additional overhead or costs necessary to reflect it's state as work-in-progress. (3) The cost basis for **finished goods** should reflect the total cost of raw material plus labor, machine time, and any additional overhead or cost necessary to produce these finished goods. Please note that the LIFO and FIFO inventory cost basis are unacceptable, but the Weighted Average inventory cost basis is appropriate. All **supplies** which are not consumed and are not considered raw materials are considered taxable

SIC NUMBER _____			
Raw Materials	Annual Average Raw Materials	\$	1.
Work-In-Progress	Annual Average WIP	\$	2.
Finished Goods	Annual Average Finished Goods	\$	3.
Supplies	Annual Average Not Consumed in WIP	\$	4.
Sales	Sales in Arkansas at cost	\$	5.
	Sales outside Arkansas at cost	\$	6.
	Total Goods Sold (Line 5 + Line 6)	\$	7.

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Percent Sold in Arkansas (Line 5 / Line 7)	%	8.
Assessable Inventory :		
a) Raw Material (Line 1 X Line 8)	\$	9.
b) Work-in-Progress (Line 2 X Line 8)	\$	10.
c) Finished Goods (Line 3 X Line 8)	\$	11.
Supplies (Line 4)	\$	12.
Total Assessable Inventory (Sum of Lines 9 through 12)	\$	

Assessor/Deputy: _____ Date: _____

This form prepared in provision with Act 153 of 1955, Act 621 of 1987, and Act 32 of 1988 by the Arkansas Assessment Coordination Department

I hereby swear or affirm that this is a true and complete list of all the personal property that by law I am required to list for taxation and that the values rendered are true and accurate to the best of my knowledge. I do solemnly swear or affirm that I will well, and truly answer all questions that may be asked of me touching on the assessment of my property.

Owner/Agent: _____ Print Name: _____

Date: _____