

IMPORTANT TAX INFORMATION
COUNTY TANGIBLE PROPERTY TAX LISTING

What is it?

A listing of all depreciable tangible property owned by your business that is not otherwise subjected to tax (i.e., furniture, technology, copier machines, etc.).

Who needs to file?

All businesses are required to file a County Tangible Property Tax Listing by January 31. You should receive the Listing Form to complete from your county.

Information needed for ACPA to assist in filing:

- If you have acquired any assets during the year, please provide a copy of the documentation that indicates the item purchased, date purchased, and cost of purchase.
- If you have leased equipment, such as copier machines, postage meters, etc., please provide the name and address of owner, description of property, date of lease, monthly payment, length of lease, account, or lease number, and selling price new.
- Details of any assets that have been disposed, traded, or sold during the year.

Please let us know if you would like us to provide you a copy of your most recent depreciation schedule to assist you in determining the necessary additions and deletions. Contact us anytime to discuss questions regarding this filing requirement.