

BUSINESS PERSONAL PROPERTY WORK SHEET

INSTRUCTIONS

Remember to SIGN and DATE Work sheet

Any section other than taxpayer information may be completed by attaching a listing of the appropriate information.

Taxpayer Information

1. If available, provide the Assessor's PPAN for this business.
2. Provide the name of this business. If you are doing business under another name, please provide DBA name.
3. Fill out all pertinent information in the owner/address area.

Vehicles

1. List the year, manufacturer, VIN number, model and style for each vehicle owned by the business. If available, list the number of cylinders and the number of wheel drive.

Furniture, Fixtures, and Equipment

1. List all furniture and fixtures and equipment owned by the business. Please provide year of purchase and the price paid for the items so our office may depreciate the item accordingly.
2. If the purchase price is unavailable, please provide a current market value for the items. You must clearly note that you are providing market value instead of purchase price.

Inventory

Inventory is to be completed by both manufacturer and merchants. A separate section is provided for each. Average inventory may be computed by taking 12 monthly inventories, totaling and dividing by 12. The concept of average inventory is to arrive at a "typical" inventory.

- A. **Manufacturers (Manufacturers exemptions for import/export must be claimed on Manufacturer's Inventory Report Form. Available upon request.)**
 - 1. List last year's annual average raw materials: Average raw materials are assessable without regard to final destination.
 - 2. List last year's annual average work in progress: Average work in progress is assessable without regard to final destination.
 - 3. List last year's annual average finished goods.
 - 4. List supplies not consumed in work progress.
 - 5. List sales in Arkansas at cost.
 - 6. List sales outside of Arkansas at cost.
 - 7. Total goods sold (LINE 5 AND LINE 6).

- B. **Merchants**
 - 1. List last year's average goods for sale.
 - 2. List last year's average supplies which include packaging and all consumables items used by the business.

- C. **Other Supplies**
 - 1. Last year's average food and beverage supplies.
 - 2. Last year's average packing supplies.
 - 3. Last year's average office supplies.
 - 4. Last year's average medical supplies.

- D. **Car Dealers (NEW & USED) Inventory**
Car dealer's sales report is available upon request.