

**\*\*Save TIME and MONEY by submitting your Business Personal Property Return online – Online Submission is FREE\*\***

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## BUSINESS PERSONAL PROPERTY RETURN

On Property Owned as of December 31, \_\_\_\_\_ \*

\*Current Year: \_\_\_\_\_

Mail to:

AUDITOR RICHLAND COUNTY  
2020 HAMPTON STREET, SUITE 2067  
P.O. BOX 192  
COLUMBIA, SC 29202  
TELEPHONE 803-576-2620 or 803-576-2621  
FAX 803-576-2606

### Current Information

Tax District: \_\_\_\_\_ Business Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

\*FEID / SSN: \_\_\_\_\_ \*Business License Number: \_\_\_\_\_

\*Business Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Physical Location: \_\_\_\_\_

South Carolina law requires that personal property used in business be returned to the County Auditor between **January 1** and **April 30** each year for taxation. If postmarked after **April 30**, a 10% penalty is incurred by law. A falsified return incurs a 20% penalty plus back taxes if applicable.

### IMPORTANT – A SEPARATE RETURN MUST BE FILED FOR EACH BUSINESS LOCATION

#### Instructions

If the above Business has been dissolved, sold, or closed, you are required to file a final return furnishing date of closing or sale, and name of purchaser before this account can be removed from our tax records.

**Date Business Closed:** \_\_\_\_\_ **Name of purchaser:** \_\_\_\_\_

- Annual       Amended       Final
- A. Original Cost/Value at Acquisition      \*\$ \_\_\_\_\_
- B. Accumulated Depreciation since Acquisition      \*\$ \_\_\_\_\_
- C. Net Book Value. (A-B=C)      \*\$ \_\_\_\_\_
- D. 10% of All Fully Depreciated      \*\$ \_\_\_\_\_
- E. Net Taxable Value. (C+D=E)      \*\$ \_\_\_\_\_

Please attach your supporting documentation. Supporting documentation must include an asset worksheet.

### \*ATTACH BUSINESS PERSONAL PROPERTY ASSET WORKSHEET

\*\*\*\*\*!!!! READ THE BELOW STATEMENT CAREFULLY BEFORE SIGNING THIS DOCUMENT !!!!!\*\*\*\*\*

I hereby certify that the information provided regarding the personal property subject to this application is correct. I understand that under applicable state law, incorrect or false information given may result in civil liability and or civil or criminal penalties, SC Code of Laws Ann. § 12-37-750 (2000), § 12-37-780 (2000), § 12-37-800 (2000).

\*Date: \_\_\_\_\_ \*Completed by: \_\_\_\_\_ \*Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Accountant       Owner      \* Email: \_\_\_\_\_

**\*(ASTERISK) = REQUIRED**