

Luther B. (Benny) Goff, Jr.
Jackson County Assessor
Post Office Box 998
Pascagoula, Mississippi 39568-0998
Phone: (228) 769-3090 ~ Fax: (228) 769-3133

Dear Business Owner:

Congratulations on the success of your business endeavor! Jackson County is proud you have chosen us for your location. We, here at the Assessor's Office, want to keep you up to date with information regarding necessary steps concerning your business and ad valorem taxation.

Sections 27-35-15, 27-35-23 and 27-35-45, Mississippi Code of 1972, Annotated, sets out the requirements for filing a Personal Property rendition with us and the penalties for failure to do so (10% of the assessed value). This rendition should include a complete listing of all furniture, fixtures, computers, machinery and equipment in the business. The list should also include the make, model, description, cost and year of acquisition. If any items are leased, they should be noted and the name and address of the lessor should be included. Also required on the rendition is YOUR COST of all inventory including consigned or floor plan merchandise. The inventory rendered may be a monthly average figure or what was in your business on January 1st.

A representative from our office will be visiting your business to make a listing of the personal property to compare to the list that you provide us. After the initial listing is made, the State Tax Commission requires that businesses be re-inspected once every 4 years thereafter. In January of each year, all businesses receive a personal property rendition form that is due back into our office by April 1st. This form is to keep record of any annual changes (in inventory or equipment) that take place in the business.

Should you need any additional information or have any questions, you may reach the Personal Property Department at (228) 769-3090. Thank you!

Sincerely,

Luther B. (Benny) Goff, Jr.
Assessor Jackson County

PERSONAL PROPERTY RENDITION

Return not later than April first or
10 % Penalty shall be added.

Use this form for reporting: 1. All taxable personal property.
2. All changes in personal property.

_____ County, Mississippi

RETURN TO:

If name or mailing address is incorrect, please correct below

Name _____

Street _____

City _____

State _____

Zip _____

Section 1 - Miscellaneous

- DBA and physical address of business: _____
- Name of owner. (If partnership, only one name is necessary.): _____
- Inventory reported on previous year's MS income tax return: _____
- Supporting books and records located at: _____
- Primary business activity: _____

Section 2 - Inventory

Check one Inventory as of January 1, or
 Average of previous 12 months from January 1.

- Inventory (actual cost) \$ _____
- Consigned / Floor Plan \$ _____
- Industrial Inventory Only:
 - a. Raw Materials \$ _____
 - b. Work in Progress \$ _____
 - c. Finished Goods \$ _____
- Total \$ _____

Section 3 - Furniture and Equipment

If you have acquired or removed any furniture or equipment during the previous year, please list in the space provided below.

Description of Item	Year Purchased	Purchased New / Used (✓)	Year of Manufacture	Cost Installed
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Additions: (If additional space is needed, please attach additional sheets as necessary.)

1.				
2.				
3.				
4.				
5.				
6.				

Deletions: (If additional space is needed, please attach additional sheets as necessary.)

Description of Item	Year Purchased	Year Manufactured	Cost New	Name & Address of Purchaser
1.			\$	
2.				
3.				
4.				
5.				

4. Do you have in your possession, or is there located at your business, any machinery, equipment, furniture, fixtures, or vending machines leased, rented, loaned, or stored at that location, but not owned by you? **YES** **NO** If the answer is yes, please list in the space provided below. (Exclude licensed motor vehicles.)

Description of Item	Name and Address of Owner	Selling Price (if stated in lease) \$	Annual or Monthly Rent(Specify) \$	Year of Manufacture	Year Installed
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5. Do you have any leasehold improvements at your business premises which have been arranged between you and other party(ies) either this year or in a previous year? **YES** **NO** If the answer is yes, please list in the space provided below. (Leasehold improvements include, but are not limited to, shelving, bins, counters, movable partitions, supplemental heating or air conditioning, draperies, or extraordinary lighting, electrical, or plumbing facilities.)

Description of Improvement:	Year Installed	Cost \$
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Have you rebuilt or re-manufactured any equipment? **YES** **NO** If the answer is yes, please list in the space provided below.

Description (Make and Model):	Year of Rebuild	Cost \$
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Section 4 - (Leasing and Rental Companies Only)

Please check the appropriate category:
Property was manufactured...

- ...by you, and you are the lessor.
- ...by another, and you are the lessor.

Did you have machinery, equipment, furniture, or fixtures located in the county which were leased, rented, loaned, or stored, and were in the possession of another party as of January 1? **YES** **NO** If the answer is yes, please list in the space provided below.

Lessee's Name and Address	Quantity and Description
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Please notify me in writing if the appraised or true value of my personal property is increased by 10% or \$50,000.

Certification: I hereby certify, under oath, that the above entered information is true and correct to the best of my knowledge. Verification under oath required by Miss. Code Ann. 27-35-23 (4)

Signature of Property Owner:

Signature of Preparer (if other than Property Owner):

Date

Date

Property Owner Information

- The purpose of this form is to enable the owner of property to render pertinent information to the County Assessor as conveniently as possible. Any questions with regard to this rendition, or personal property assessments should be addressed to the County Assessor.
- This form must be completed in its entirety, certified, and submitted to the County Assessor. In the event of failure to do so, the County Assessor is required to assess the property using the best information available.
- A listing of furniture, fixtures, machinery, and equipment owned and/or leased in said county, by location, description, original year new, and original cost new, is requested. (Please report inventory at cost.)
- A listing of Leased equipment including lessor/lessee name, mailing address, description and location of equipment, original year new, and original cost new, is requested.
- Property not owned by the taxpayer, but in his/her charge, as lessee, parent, spouse, executor administrator, guardian, trustee, or otherwise, is to be rendered by the person having that charge, and separate lists shall be returned for each party claimed as an owner of property.
- In accordance with Mississippi Code 1972 Section 27-35-45, Annotated (1995), FAILURE TO LIST FOR ASSESSMENT, AS REQUIRED BY LAW, ANY PERSONAL PROPERTY WHICH IS TAXABLE UNDER THE LAWS OF MISSISSIPPI, OR FAILURE TO PROVIDE THE TAX ASSESSOR WITH ANY DOCUMENTATION THAT THE ASSESSOR CONSIDERS NECESSARY TO VERIFY THE LIST, THE CURRENT YEAR ASSESSMENT SHALL BE INCREASED BY TEN PERCENT (10%).
- The tax lien date in Mississippi is January first to March first. Property is assessed to the person who owned it at that time. If ownership is unknown or uncertain, then property is assessed to the person who is in possession of, or in charge of, the property at that time.
- Time for filing is determined by the County Assessor. In no case, however, can it be later than the first of April. All owners of taxable personal property are required to file.
- Personal property is assessed in the county and district where it is located, with certain narrow exceptions. If one person owns personal property in more than one taxing district, separate lists are to be made for each district.
- Determination of true value for purpose of assessment shall mean and include, but shall not be limited to, market value, cash value, actual cash value, proper value, and value for the purposes of appraisal for ad valorem taxation.
- The County Assessor has the right to inspect any property, to propound question, to examine books, records, and any documents relating to the ownership or value of property, the right to ascertain the amount of insurance carried, and must be provided, on request.
- Objections to assessments are made to the Board of Supervisors at the August meeting each year. The Board of Supervisors equalizes assessments between and among properties on appeal, and may make adjustments to assessed values, accordingly.