

TANGIBLE PERSONAL PROPERTY SCHEDULE FOR 2022

*** Due on or before MARCH 1ST ***

Failure to file by March 1st will result in a "forced assessment" that could be higher than necessary and your right to file an amended schedule is lost. A forced assessment also results in a penalty.

If you have questions, or need assistance filing this schedule, or if this business is no longer operating, please call Vickie Whiteside at 931-375-4021 or Machele Kessler at 931-375-4020.

ONLINE FILING INSTRUCTIONS

You must have a valid email address to file online.

To begin the process, go to <https://apps.cot.tn.gov/PersonalPropertyOnline> and key the following:

1. Enter your Online ID:

This 12-16 character ID is found at the bottom left of the paper Tangible Personal Property Schedule mailed to you.

2. Click the "Submit Online ID" button.

3. **PART I. GENERAL DATA** section:

If needed, change contact information that is required.

4. Determine if you are a **REGULAR ACCOUNT** or a **SMALL ACCOUNT**:

QUALIFICATIONS TO BE DETERMINED A SMALL ACCOUNT: Taxpayer must substantiate that the total depreciated value of their business tangible personal property (standard owned, nonstandard owned, and leased) is **\$1000 or less**. **Please be aware: If this certification is later determined to be false, penalties for perjury and statutory penalty and costs may apply.**

Regular Account: proceed to number 5.

Small Account: Click the "Click to Save and Move to Page 2" button at the bottom and proceed to number 8.

5. **PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE** section.

If needed, update your tangible personal property schedule costs. The amount in the **cost on file** column is the amount that was previously reported. Make any necessary changes in the **revised cost** column for any additions or deletions that were made during the year. If you have no changes, proceed to number 6. If you need additional information, refer to the paper schedule and instruction sheet.

6. Choose the "Click to Save and Move to Page 2" button at the bottom of the page.

7. **PART III. LEASED EQUIPMENT, PART IV. OWNED PERSONAL PROPERTY – NONSTANDARD VALUE, PART V. POLLUTION CONTROL** sections:

Enter any leased personal property, property with a nonstandard value (**written evidence is required to prove value**), and any pollution control equipment. You **MUST** click the "Click to add item" button to add each item you enter. A list will be created allowing you to enter as many items as needed. If you have no changes, proceed to number 8.

8. **NOTES AND AGREEMENTS** section:

- Notes (optional): "No changes", "Business closed / closure date" are common information here.
- Small Accounts (see number 4 qualifications) should check the Small Account Certification Box, if qualified. **PLEASE DO NOT CHOOSE THIS BOX IF YOU HAVE ALREADY CLAIMED ASSETS AS A REGULAR ACCOUNT!**
- Enter the full name, title of the person completing the form, and check the box to the right.

9. Bottom of the screen button options: "Click to Save and Return to Page 1", "Click to Save and Exit", "Click to Upload Associated Files" (instructions will be provided), "Click to Submit this Schedule".

***** An Associated File such as an asset listing or depreciation schedule is strongly encouraged! *****

10. Finalize submission or one more chance to return to your schedule:

"Click to Finalize Your Submission" button or "Click to Return without Submitting" button.

You MUST click the "Click to Finalize Your Submission" button for your Tangible Personal Property Schedule to be submitted to your county assessor for review.

11. Final for attaching files, printing, and/or saving:

One more chance to attach any files: Upload by choosing the "Click to Upload Files" button. **Follow the instructions to review, print, or save the Tangible Personal Property Schedule.** Choose the "Exit Application" button.