Online Filing Instructions

Tangible Personal Property website: https://www.comptroller.tn.gov/PersonalPropertyOnline

You will be taken to the Tangible Personal Property (and Leasing Company) Login Screen

You will then be taken to a page where data can be verified or changed. What populates in these fields is what was already on file for this account.

Part I. General Data

This includes Business Name, Business Owner, Business Address, Business City, State, Zip, Country Contact Person, Email Address and Re-enter email address, Year Business Started, Contact Phone, Extension, Type of Business

Doing Business As, Business Located inside or outside of City Limits, Business License Number, Property Address: Street Number, Street Name and Real Estate Owner

PART I. GENERAL DATA

County Number: 052
Tax Year: 2012
Account ID: 115 02613P000

Business Name: SOUTH SIDE WEE-NEE WAGON
Business Owner:
Business City: FAYETTEVILLE
State: TN
Business Address: 9 MELODY LN
Zip Code: 37334-
Country:

Contact Person:
Email Address:
Year Business Started:
Contact Phone:
Extension:
Re-enter Email Address:
Type of Business: All Other Information Services

Doing Business as:
Business Located (please check one): (●) Outside City Limits ( ) Inside City Limits

Business License Number:

Property Address
Street Number:
Street Name: MELODY LN 9
Real Estate Owner: SOUTH SIDE WEE-NEE WAGON

PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE

Group 1 - Furniture, Fixtures, General Equipment and all other property not listed in another group

Year	Cost on File	Revised Cost	Depr
2011			.88
2010			.75
2009			.63
2008			.50
2007			.38
2006	13524		.25
Prior			.20
Total	13524	0	

Group 2 - Computers, Copiers, Peripherals, Fax Machines and Tools

Year	Cost on File	Revised Cost	Depr
2011			.67
2010			.33
Prior			.20
Total	0	0	

Group 3 - Molds, Dies and Jigs

Year	Cost on File	Revised Cost	Depr
2011			.75
2010			.50
2009			.25
Prior			.20
Total	0	0	

Group 7 - Scrap Property

Year	Cost on File	Revised Cost	Depr
All			.02

Group 4 - Aircraft, Towers and Boats

Year	Cost on File	Revised Cost	Depr
2011			.92
2010			.85
2009			.77
2008			.69
2007			.62
2006			.54
2005			.46
2004			.38
2003			.31
2002			.23
Prior			.20
Total	0	0	

Group 5 - Manufacturing Machinery

Year	Cost on File	Revised Cost	Depr
2011			.88
2010			.75
2009			.63
2008			.50
2007			.38
2006			.25
Prior			.20
Total	0	0	

Group 8 - Raw Materials and Supplies

Cost on File	Revised Cost
100	

Group 6 - Billboards, Tanks and Pipelines

Year	Cost on File	Revised Cost	Depr
2011			.94
2010			.88
2009			.81
2008			.75
2007			.69
2006			.63
2005			.56
2004			.50
2003			.44
2002			.38
2001			.31
2000			.25
Prior			.20
Total	0	0	

Group 9 - Vehicles

Year	Cost on File	Revised Cost	Depr
2011			.80
2010			.60
2009			.40
Prior			.20
Total	0	0	

Group 10 - Construction in Process

Year	Cost on File	Revised Cost	Depr
All			.15

Section II. Owned Personal Property – Standard Value

This is where you will update your tangible personal property values. 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.

THE FORM CONTAINS THE FOLLOWING ERRORS:

- A Business Name must be provided
- A Business Owner must be provided
- A Business Address must be provided
- Business City is required
- Business State is required
- Business Zip Code is required
- Business Country is required
- A Contact Person must be provided
- A Contact Phone must be provided
- A valid Email Address must be entered twice
- Year Business Started is required
- Business License Number is required
- A Property Address must be provided

The next step is to click
"Click to Save and Move to Page 2"

An error message will be displayed if any of the required fields are left blank

All required fields **MUST** be completed on page one of the schedule before it can be saved and moved on to page 2

A red **X** will show up next to the fields that must be completed.

After completing this page, click the "Click to Save and Move to Page 2" at the bottom of the screen

Click to Save and Move to Page 2

Page 2 of the Schedule is for entering leases, nonstandard and pollution control information

PART III. Leased Personal Property

PART III. LEASED PERSONAL PROPERTY

Please add information for each item in the fields below and click the button to add the item to your list.
Please only create a new Lessor if an existing Lessor cannot be found in the dropdown list.

Item Group: AIRCRAFT, TOWERS AND BOATS
Item Description
Make
Model
Year Leased
Lease Term
Year Began
Monthly Rent
Leased Item Cost
Type of Lease: OPERATING
Serial Number
Lease Number

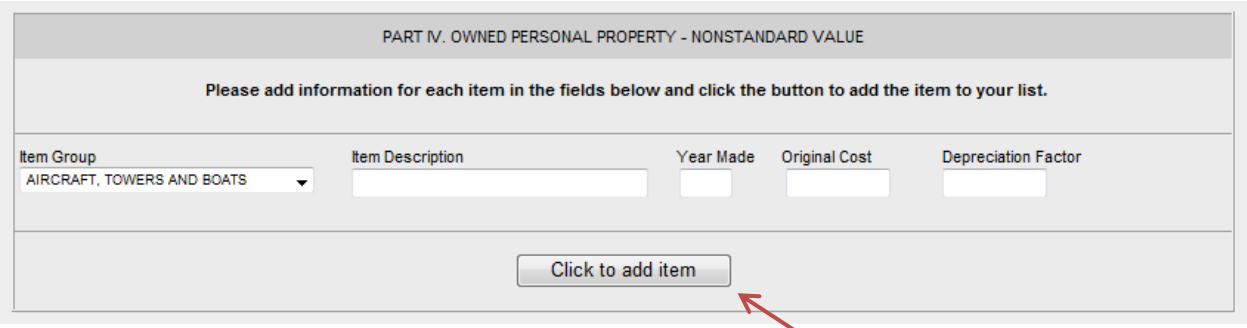
Select an existing Lessor from list

Select to create a new Lessor
Lessor Name
Mailing Address
Lessor City
State
Zip Code
Country

Click to add item

This button **MUST** be clicked after all lease information is entered to add each leased item

PART IV. Owned Personal Property – Nonstandard Value

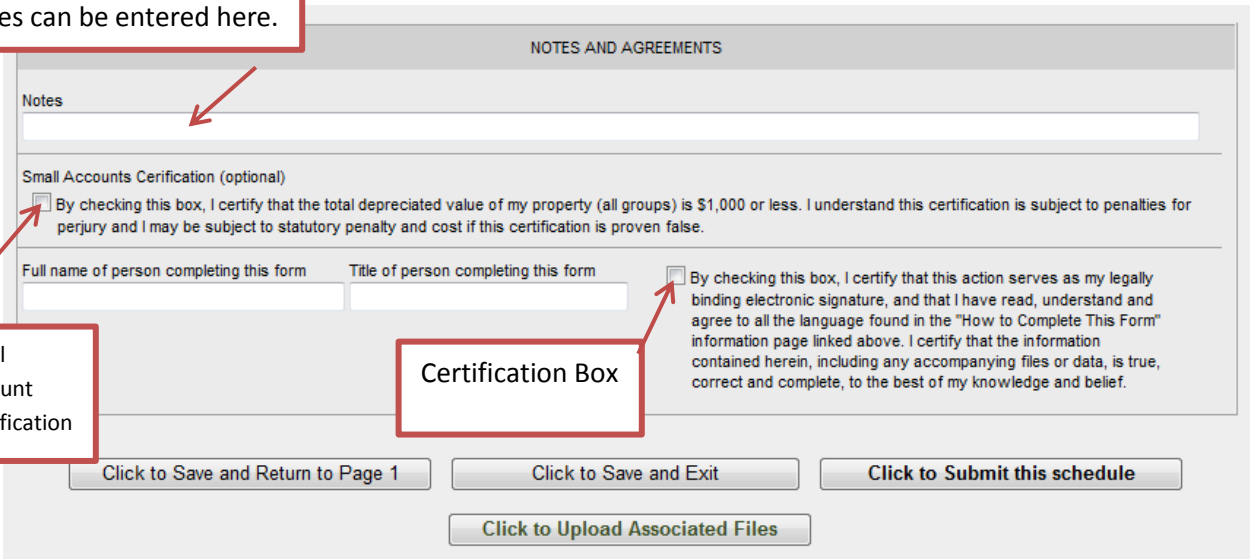


PART V. Pollution Control

This button **MUST** be clicked after all nonstandard or Pollution Control information is entered to add each item

Next there is a section for any notes to be added. Following this is a place for a Small Account Certification for businesses that have property with a total depreciated value of $1,000 or less. The schedule is finished by entering the full name and title of the person completing this form. It must then be certified by checking the box to the right.

Notes can be entered here.



Small Account Certification

Certification Box

After information is entered completely there are options to Save the information and return to Page 1, to save the information you have entered and Exit the program, upload any associated files or to submit the Schedule.

Once again, there are required fields on this page, even if no information was entered for leases, nonstandard or pollution control equipment.

THE FORM CONTAINS THE FOLLOWING ERRORS:

- You must provide your Full Name
- You must provide your Title
- You must agree that this is your legally binding electronic signature by checking the Signature Box

After completing the required fields, click the "Click to Submit this schedule" button.
You must actually click the "Click to Submit this schedule" button to complete your submission.
On the following page one more chance is given to go back to the schedule without submitting it or to finalize your schedule

Tangible Personal Property and Leasing Companies

You have elected to Submit your 2012 Tangible Personal Property Schedule.
You will no longer be able to make changes after you confirm your submission.
Please select one of the buttons below to confirm your submission,
or return without submitting.

Click to Finalize your Submission | Click to Return without Submitting

After choosing "Click to Finalize your Submission" you are taken to one last screen. Here you can Upload files to be attached to your Tangible Personal Property Schedule, You can review, print, or save your schedule or Exit the application.

Tangible Personal Property and Leasing Companies

Thank you for submitting your 2012 Tangible
Personal Property Schedule.
You will be able to use your existing login next year.

If you have any attachment files to upload, you may do so now by clicking the 'Click to Upload Files' button.

Click to Upload Files

You may review, print, or save your Tangible Personal Property Schedule as a file.
To do so, click the 'Click for Section 1' button and then the 'Click for Section 2' button to access the entire report.

Click for Section 1 | Click for Section 2

Exit Application