

INSTRUCTIONS AND GENERAL INFORMATION

A Information

- When To List: During the month of January, excluding Saturdays, Sundays, and Holidays
Where to List: Tax Assessor's Office, 302 Courthouse Square, Beaufort, NC 28516-6709.
- Phone Number: (252) 728-8535 Fax Number: (252) 728-8588 Email: Taxinformation@carteretcountync.gov
- Businesses: Assets owned by businesses or farms are considered to be business personal property and should be listed on a Business Form. Examples of these are: Machinery, Equipment, Computers, Furniture, Fixtures, Tractors, Harvesters, Combines, Implements, Tools, Airplanes etc.
- Review the following: Name & Address, District, Fire, Rescue, Water and Sand/Beach if applicable.
- Property Tax Homestead Exclusion For Elderly Or Disabled Persons: North Carolina excludes from property taxes a portion of the appraised value of a permanent residence owned and occupied by North Carolina residents who are at least 65 years of age or are totally and permanently disabled, and whose income does not exceed (\$29,500). The amount of the appraised value of the residence that may be excluded from taxation is the greater of twenty-five thousand dollars (\$25,000) or fifty percent (50%) of the appraised value of the residence. Income means all moneys received from every source other than gifts or inheritances received from a spouse, lineal ancestor, or lineal descendant. If you received this exclusion last year, you do not need to apply again unless you have changed your permanent residence. If you received the exclusion last year but the property no longer qualifies for any reason, please notify the assessor. Failure to notify the assessor that the property no longer qualifies for the exclusion may cause the property to be subject to discovery with penalties and interest pursuant to G.S. 105-312. If you did not receive the exclusion last year, but are now eligible, you may obtain an application from the county tax department or at our website at carteretcountytax.com. It must be filed with the county assessor by **June 1**.
- Property Tax Homestead Circuit Breaker Deferment: North Carolina defers a portion of the property taxes on the appraised value of a permanent residence owned and occupied by a North Carolina resident who has owned and occupied the property at least five years, is at least 65 years of age or is totally and permanently disabled, and whose income does not exceed (\$44,250). If the owner's income is (\$29,500) or less, then the portion of property taxes imposed on the residence that exceeds 4% of the owner's income may be deferred. If the owner's income is more than (\$29,500) but less than or equal to (\$44,250), then the portion of the property taxes on the residence that exceeds 5% of the owner's income may be deferred. The deferred taxes become a lien on the residence and the most recent three years of deferred taxes preceding a disqualifying event become due with interest upon one of the following disqualifying events: 1) the owner transfers the residence; 2) the owner dies; or 3) the owner ceases to use the property as a permanent residence. Multiple owners of a permanent residence must all qualify for the circuit breaker before a deferment of taxes will be allowed. You must apply for the opportunity to defer property taxes each and every year that you wish to defer taxes. The application may be obtained from the county tax department or our website at carteretcountytax.com and it must be filed with the county assessor by **June 1**. *Note: An owner who qualifies for both the property tax homestead exclusion and the property tax homestead circuit breaker may elect to take only one of these forms of property tax relief.*

B Real Property

- It is the taxpayer's responsibility to inform the Tax Assessor's Office of any changes to real property. Report any new construction and/or improvements made to land or buildings in the prior year, and the percentage of completion as of January 1.

C Personal Property

- Review the personal property that appears in the table. If you still own the personal property listed, put a "Y" under the "Own" column. If you have sold the personal property listed, put an "N" under the "Own" column and put in the date sold.
- If you have acquired personal property after January 1, 2016, please list that property in the table that says "Additions."
- Make sure to list all boats, boat motors, mobile homes, aircraft, unlicensed vehicle, and permanent multiyear trailers owned by you on January 1, 2017.
- **LICENSED VEHICLES** - Do not list vehicles currently licensed by the NC Department of Motor Vehicles. The tax on these vehicles will be included on the NC Department of Motor Vehicle Registration Renewal notice or calculated at the time a new registration is established.
- **IRP/Appportioned Plated Vehicles** - If your business owns IRP or apportioned plate vehicles (that are not centrally assessed by the North Carolina Department of Revenue), these vehicles are required to be listed for property tax purposes. Complete and return the enclosed listing form and attach a list of IRP vehicles owned. Be sure to include the vehicle's make, model, year, VIN, and license plate.
- **Unlicensed Vehicles** - Vehicles not licensed with the NC Department of Motor Vehicles must be listed. Vehicles include automobiles, trucks, and trailers of all types, motorcycles, and motor homes. If your vehicle is damaged or claimed as a total loss, submit any information as to its condition as of January 1, 2017.
- **Permanent Multi-Year Trailers** - Trailers licensed for multiple years with the NC Department of Motor Vehicles must be listed.
- **Boats** - Boat ownership is determined by information received from the NC Wildlife Commission.
- **Farmers, Carpenters, and Mechanics** - Persons owning tools and equipment used in a trade or business should list on a Business listing form Business listing forms are available on our web site Please visit www.carteretcountytax.com .
- **Rented Furnishings** - Furnishings owned and rented by a landlord except student housing should be listed on a Business listing form Business listing forms are available on our web site Please visit www.carteretcountytax.com .

D Affirmation

- The listing form must be signed by the owner(s) or legal guardian.