



**MONTGOMERY COUNTY**  
T E N N E S S E E  
ASSESSOR OF PROPERTY

January 1, 2025

Per State of Tennessee guidelines, all businesses must complete a Tangible Personal Property Schedule annually. Failure to submit the required documents to the Assessor of Property by March 1, 2025, will result in a forced assessment and penalties as provided by state law (T.C.A. 67-5-903 (c)). Tangible Personal Property is all equipment used or held for use in your business. (vehicles, trailers, hand and power tools, machinery, cellphones, computers, furniture, fixtures, supplies, etc.) All assets and equipment must be reported even if leased, fully depreciated, or expensed on income taxes.

**Please select ONE option below:**

- I have an asset list or depreciation schedule already on file with the Assessor’s Office and am only submitting a list of additions and removals made during 2024. (use the reverse side of this form)
- I did not add or remove any equipment during 2024. There are no changes to the asset list or depreciation schedule I have on file with the Assessor’s office.
- I certify that the total depreciated value of my tangible personal property falls under one of the **SMALL ACCOUNT CERTIFICATIONS**. *Please check the appropriate small account certification box below and on the back of the schedule form. An asset list or depreciation schedule is not required, but small accounts are subject to audit.*
- \_\_\_\_\_ **\$2,000** I certify that the total depreciated value of my property (all groups) is \$2,000 or less.
- \_\_\_\_\_ **\$10,000** I certify that the total depreciated value of my property (all groups) is \$10,000 or less but more than \$2,000.
- My business closed during 2024. Closing date was \_\_\_\_\_  
You will need to close your business with the Tennessee Department of Revenue 1-800-342-1003

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tangible Personal Property filings are NOT ACCEPTED via email.**

You may file Online OR complete the paper forms and return to the Assessor’s office by mail or in person.

Scan to learn more about Tangible Personal Property in Tennessee:



***For businesses starting with a number thru letter J:***

Contact: Darla Murphy 931-572-1113, ext. 1

Email: [djmurphy@mcgtn.net](mailto:djmurphy@mcgtn.net)

***For businesses starting with letters K thru Z:***

Contact: Carmen Edwards 931-572-1113, ext. 2

Email: [cm Edwards@mcgtn.net](mailto:cm Edwards@mcgtn.net)

