

How To Complete the Paper Tangible Personal Property Tax Filing

[Note: A Frequently Asked Questions (FAQs) section is located at the end of this guide.]

All businesses that operate in Tennessee are subject to Tangible Personal Property Tax, regardless of revenue. (Tennessee Code Annotated Title 67 - Chapter 5 - Part 9)

► What is Tangible Personal Property ?

- Tangible Personal Property is the equipment and assets used (or held for use) in your business as of January 1. This includes, but is not limited to, furniture, fixtures, vehicles, hand and power tools, machinery, computers, cell phones, raw materials, and supplies
- Items that are expensed or fully depreciated on your accounting records but still in use should be reported.
- Items you lease or rent from another company to use in the business are considered tangible personal property and should be reported.
- Inventory and merchandise held for sale or finished goods in the hands of the manufacturer are not considered tangible personal property and should not be reported.

How do I report my Tangible Personal Property?

- ▶ The Assessor's Office will mail each business a Tangible Personal Property Schedule every year. If you do not receive one, you may download a blank form from our website <https://mcgtn.org/assessor/tangible-personal-property> . Not receiving a schedule does not relieve your responsibility of filing.
- ▶ Tangible Personal Property Schedules are mailed out in January and due back to the Assessor's Office by March 1 every year.
 - Schedules post marked or received 1 March and earlier will be accepted as timely filed. Timely filed schedules may be amended thru 1 September of the following year and are entitled to the appraisal ratio for that tax year, if applicable.
 - Schedules post marked or received 2 March thru the adjournment of the County Board of Equalization may not be amended and are not entitled to the appraisal ratio for that tax year if applicable.
 - Schedules post marked or received after the County Board of Equalization has adjourned must be accompanied by a notarized "Request for Relief from Forced Appraisal" form. They may not be amended, are not entitled to the appraisal ratio for that tax year if applicable, and will have appraised value increased by 25% as penalty.
 - 1 March 2026 falls on Sunday. Schedules received in person, on-line, or via mail post marked on or before Monday 2 March 2026 will be accepted as timely filed.
- ▶ **SCHEDULES ARE NOT ACCEPTED VIA EMAIL.** If you are filing a paper schedule it must be returned to the Assessor's office either by mail or in person at 350 Pageant Ln Ste. 101-C Clarksville, TN 37040.

MONTGOMERY COUNTY, TENNESSEE
TANGIBLE PERSONAL PROPERTY SCHEDULE
 FOR REPORTING COMMERCIAL AND INDUSTRIAL PERSONAL PROPERTY
 (COMPLETED FORM IS DUE MARCH 1st)

TAX YEAR
2026

CTL MAP 066G GROUP G PARCEL NO 01001 PROP ID SPC INT P 000 DST 12 MAP 066G

BUSINESS NAME **JOE BLOW MOWING**
 MAILING ADDRESS **123 MAIN ST**
 CITY, STATE, ZIP **CLARKSVILLE TN 37040**

In accordance with T.C.A. 67-2-403, this schedule must be completed, signed on the reverse side, and filed with the Assessor of Property on or before **March 1**. Failure to do so will result in a forced assessment, and you will be subject to a penalty as provided by state law. A separate schedule should be filed for each location.

PART I. GENERAL DATA (MAKE CHANGES AS NEEDED) DBA _____
 PROPERTY ADDRESS 123 MAIN ST CLARKSVILLE, TN 37040 BUSINESS OWNER JOE BLOW
 BUSINESS LICENSE # 49878
 BUSINESS LOCATED Outside City Limits Inside City Limits CONTACT PERSON _____
 City CLARKSVILLE CONTACT PHONE 931-123-4567
 BUSINESS TYPE 0702003 LAWNLANDSCAPE SERVICES SMALL/INDEPENDENT EMAIL ADDRESS _____

IF YOU WERE OUT OF BUSINESS IN THIS COUNTY ON JANUARY 1, PLEASE NOTIFY THE ASSESSOR OF PROPERTY OF THE DATE OUT OF BUSINESS IN ORDER TO AVOID A FORCED ASSESSMENT.

PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE

Report all personal property owned by you and used or held for use in your business or profession as of January 1, including items fully depreciated on your accounting records. Do not report inventories of merchandise held for sale or exchange or finished goods in the hands of the manufacturer. Personal property leased or rented and used in your business must be reported in PART III of this schedule and not in this section. Property on which you wish to report a nonstandard value must be reported in PART IV of this schedule and not in this section. Qualified pollution control equipment must be reported in PART V of this schedule.

A separate schedule should be filed for each business location.

List the total acquisition cost new for each group below by year the property was new (typically the year made) in the REVISED COST column. For property purchased as used, if the cost new or year the property was new is not known and cannot reasonably be determined, you may report the actual acquisition cost to you for the year you acquired the property. If COST ON FILE is printed on the schedule, you need only report new cost totals in the REVISED COST column resulting from acquisition or disposition of property.

ALTERNATIVE REPORTING FOR SMALL ACCOUNTS - If you believe the depreciated value of your property is (1) \$2,000 or less or (2) \$10,000 or less but more than \$2,000 you may select the corresponding Small Account Certification (reverse side) as an alternative to reporting detailed costs below. Either certification is subject to audit.

REVERSE SIDE OF THIS FORM MUST BE COMPLETED IF APPLICABLE

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT, AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP				GROUP 4 - AIRCRAFT, BOATS, AND TOWNS				GROUP 6 - BILLBOARDS, TANKS, AND WELDS			
YEAR	COST ON FILE	REVISED COST	DEPR.	YEAR	COST ON FILE	REVISED COST	DEPR.	YEAR	COST ON FILE	REVISED COST	DEPR.
2026		.88		2024		.85		2024		.88	
2024		.74		2023		.77		2023		.81	
2023		.63		2022		.69		2022		.75	
2022		.60		2021		.52		2021		.69	
2021		.38		2020		.54		2020		.53	
2020		.24		2019		.45		2019		.56	
PRIOR		.20		2018		.38		2018		.50	
TOTAL				2017		.31		2017		.44	
				2016		.23		2016		.38	
				2015		.20		2015		.31	
				2014				2014		.25	
				2013				2013		.20	
				TOTAL				TOTAL			
GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, AND TOOLS				GROUP 5 - MANUFACTURING MACHINERY				GROUP 7 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR.	YEAR	COST ON FILE	REVISED COST	DEPR.	YEAR	COST ON FILE	REVISED COST	DEPR.
2026		.67		2026		.88		2026		.80	
2024		.33		2024		.75		2024		.60	
2023		.20		2023		.63		2023		.40	
2022				2022		.50		2022		.30	
2021				2021		.38		2021		.20	
2020				2020		.25		2020		.15	
2019				2019		.20		2019		.10	
2018				2018		.15		2018		.08	
2017				2017		.10		2017		.05	
2016				2016		.08		2016		.04	
2015				2015		.05		2015		.03	
2014				2014		.03		2014		.02	
2013				2013		.02		2013		.01	
2012				2012		.01		2012		.01	
2011				2011		.01		2011		.01	
2010				2010		.01		2010		.01	
2009				2009		.01		2009		.01	
2008				2008		.01		2008		.01	
2007				2007		.01		2007		.01	
2006				2006		.01		2006		.01	
2005				2005		.01		2005		.01	
2004				2004		.01		2004		.01	
2003				2003		.01		2003		.01	
2002				2002		.01		2002		.01	
2001				2001		.01		2001		.01	
2000				2000		.01		2000		.01	
1999				1999		.01		1999		.01	
1998				1998		.01		1998		.01	
1997				1997		.01		1997		.01	
1996				1996		.01		1996		.01	
1995				1995		.01		1995		.01	
1994				1994		.01		1994		.01	
1993				1993		.01		1993		.01	
1992				1992		.01		1992		.01	
1991				1991		.01		1991		.01	
1990				1990		.01		1990		.01	
1989				1989		.01		1989		.01	
1988				1988		.01		1988		.01	
1987				1987		.01		1987		.01	
1986				1986		.01		1986		.01	
1985				1985		.01		1985		.01	
1984				1984		.01		1984		.01	
1983				1983		.01		1983		.01	
1982				1982		.01		1982		.01	
1981				1981		.01		1981		.01	
1980				1980		.01		1980		.01	
1979				1979		.01		1979		.01	
1978				1978		.01		1978		.01	
1977				1977		.01		1977		.01	
1976				1976		.01		1976		.01	
1975				1975		.01		1975		.01	
1974				1974		.01		1974		.01	
1973				1973		.01		1973		.01	
1972				1972		.01		1972		.01	
1971				1971		.01		1971		.01	
1970				1970		.01		1970		.01	
1969				1969		.01		1969		.01	
1968				1968		.01		1968		.01	
1967				1967		.01		1967		.01	
1966				1966		.01		1966		.01	
1965				1965		.01		1965		.01	
1964				1964		.01		1964		.01	
1963				1963		.01		1963		.01	
1962				1962		.01		1962		.01	
1961				1961		.01		1961		.01	
1960				1960		.01		1960		.01	
1959				1959		.01		1959		.01	
1958				1958		.01		1958		.01	
1957				1957		.01		1957		.01	
1956				1956		.01		1956		.01	
1955				1955		.01		1955		.01	
1954				1954		.01		1954		.01	
1953				1953		.01		1953		.01	
1952				1952		.01		1952		.01	
1951				1951		.01		1951		.01	
1950				1950		.01		1950		.01	
1949				1949		.01		1949		.01	
1948				1948		.01		1948		.01	
1947				1947		.01		1947		.01	
1946				1946		.01		1946		.01	
1945				1945		.01		1945		.01	
1944				1944		.01		1944		.01	
1943				1943		.01		1943		.01	
1942				1942		.01		1942		.01	
1941				1941		.01		1941		.01	
1940				1940		.01		1940		.01	
1939				1939		.01		1939		.01	
1938				1938		.01		1938		.01	
1937				1937		.01		1937		.01	
1936				1936		.01		1936		.01	
1935				1935		.01		1935		.01	
1934				1934		.01		1934		.01	
1933				1933		.01		1933		.01	
1932				1932		.01		1932		.01	
1931				1931		.01		1931		.01	
1930				1930		.01		1930		.01	
1929				1929		.01		1929		.01	
1928				1928		.01		1928		.01	
1927				1927		.01		1927		.01	
1926				1926		.01		1926		.01	
1925				1925		.01		1925		.01	
1924				1924		.01		1924		.01	
1923				1923		.01		1923		.01	
1922				1922		.01		1922		.01	
1921				1921		.01		1921		.01	
1920				1920		.01		1920		.01	
1919				1919		.01		1919		.01	
1918				1918							

IF THIS IS YOUR FIRST TIME FILING YOUR ASSET FORM IS GREEN

ON THE FRONT OF THE ASSET FORM CHOOSE ONE OF THE FOUR OPTIONS

Check the submit an asset list or depreciation schedule box

OR

Check one of the small account certification boxes. (read about the small account certifications in the FAQ section)

OR

IF YOU HAVE OBTAINED A BUSINESS LICENSE BUT NOT STARTED OPERATIONS

Check the Request to Remain tentative for 2026 box (This means you will not pay Tangible Personal Property Tax for 2026. You may only request tentative status one year. Please provide an expected start date.)

OR

IF THE BUSINESS CLOSED DURING 2025. Check the last box and provide the closure date.



January 1, 2026

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, 2026 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 the equipment used or held for use in your business. (vehicles, trailers, hand and power tools, machinery, cell phones, 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 am submitting an asset list or depreciation schedule including all leased, fully depreciated, and expensed equipment used or held for use in my business. (use the space on the back of this form, your own list, or a depreciation schedule)

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.

If one of the small account certifications is selected your appraised value will be set at \$2,000 or \$10,000.

\$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 \$2000.

I have obtained a business license but have not started operation. I request to remain tentative for Tax Year 2026. (You may only request tentative status for one year) Expected start date _____

My business closed during 2025. 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 SCHEDULES ARE NOT ACCEPTED VIA EMAIL. YOU MUST FILE USING THE ONLINE PORTAL OR COMPLETE THE PAPER FORMS AND MAIL TO OR DROP OFF AT THE ASSESSOR'S OFFICE.

Visit the Assessor of Property Website for additional information and instructions for completing these forms:
www.mcgtm.org/assessor/tangible-personal-property

For businesses starting with a number thru letter J:

Contact: Darla Murphy 931-572-1113, ext. 1 Email: djmurphy@mcgtm.net

For businesses starting with letters K thru Z:

Contact: Carmen Edwards 931-572-1113, ext. 2 Email: cmmedwards@mcgtm.net

IF YOU FILED LAST YEAR YOUR ASSET FORM IS YELLOW

ON THE FRONT OF THE ASSET FORM CHOOSE ONE OF THE FOUR OPTIONS

Check the box stating you are submitting additions to or removals from the asset list on file.

OR

Check the no changes box if you did not add or remove any equipment during 2025

OR

Existing businesses that qualify may also choose one of the two small account certifications. (read about the small account certifications in the FAQ section)

OR

IF THE BUSINESS CLOSED DURING 2025.

Check the last box and provide the closure date. If the business closed before 2025 please contact the Assessor's office, as more information may be needed to close the account.

January 1, 2026

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, 2026 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 the equipment used or held for use in your business. (vehicles, trailers, hand and power tools, machinery, cell phones, 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 2025. (use the reverse side of this form)
- I did not add or remove any equipment during 2025. 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.
- If one of the small account certifications is checked your appraised value will be set at \$2,000 or \$10,000.**
- _____ \$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 \$2000.
- My business closed during 2025. 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 SCHEDULES ARE NOT ACCEPTED VIA EMAIL YOU MUST FILE USING THE ONLINE PORTAL OR COMPLETE THE PAPER FORMS AND MAIL TO OR DROP OFF AT THE ASSESSOR'S OFFICE.

Visit the Assessor of Property Website for additional information and instructions for completing these forms:

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For businesses starting with a number thru letter J:

Contact: Darla Murphy 931-572-1113, ext. 1 Email: djmurphy@mcgtm.net

For businesses starting with letters K thru Z:

Contact: Carmen Edwards 931-572-1113, ext. 2 Email: cm Edwards@mcgtm.net

SAMPLE ASSET LIST

ITEM TYPE AND DESCRIPTION	YEAR MADE OR PURCHASED	COST NEW OR PURCHASED COST
John Deere Zero Turn Mower	2025	13,900
Flatbed Trailer	2021	3,000
Weedeater	2022	499
Blower	2022	279
Chain Saw	2020	499
Hand Tools	2018	200
Rake, Shovel,Pruner	2018	75
Plastic Gas Cans X 3	2021	45
Cell Phone	2024	1300
VEHICLES		
2018 Silverado	2022	38,000
COST OF ONE MONTHS SUPPLIES		65
	TOTAL	37,562

Once all the items are in the correct group and year, the depreciated value is figured for each item and totaled. The total is your **APPRAISED VALUE**.

The appraised value is multiplied by 30% (the assessment level for Tangible Personal Property) to get the **ASSESSED VALUE**.

The City of Clarksville & Montgomery County tax rates are applied to the assessed value to calculate the **TANGIBLE PERSONAL PROPERTY TAX DUE**.

GROUP 1 - FURNITURE, FIXTURES, GENERAL EQUIPMENT, AND ALL OTHER PROPERTY NOT LISTED IN ANOTHER GROUP			
YEAR	COST ON FILE	REVISED COST	DEPR
2025		13,900	.88
2024			.75
2023			.63
2022		45	.50
2021		3,000	.38
2020			.25
PRIOR			.20
TOTAL			

$$13,900 \times .88 = 12,232$$

$$45 \times .50 = 23$$

$$3000 \times .38 = 1,140$$

GROUP 2 - COMPUTERS, COPIERS, PERIPHERALS, AND TOOLS			
YEAR	COST ON FILE	REVISED COST	DEPR
2025			.67
2024		1,300	.33
PRIOR		1,552	.20
TOTAL			

$$1,300 \times .33 = 429$$

$$1,552 \times .20 = 310$$

GROUP 8 - RAW MATERIALS AND SUPPLIES			
YEAR	COST ON FILE	REVISED COST	DEPR
ALL		65	1.00

$$65 \times 1.00 = 65$$

GROUP 9 - VEHICLES			
YEAR	COST ON FILE	REVISED COST	DEPR
2025			.80
2024			.60
2023			.40
PRIOR		38,000	.20
TOTAL			

$$38,000 \times .20 = 7,600$$

Appraised Value= **\$21,799**

X

30% Assessment Level

Assessed Value = **\$ 6,540**

Tax Rates as of 1 July 2025

Montgomery Co 2.10%

Clarksville City .92%

County Taxes due

\$6,540 x .0210= \$ 137 (ROUNDED)

City Taxes due

\$6,540 x .0092= \$ 60 (ROUNDED)

What if I do not have any changes?

The schedule should be turned in every year to the Assessor's Office to receive the yearly depreciation and avoid any applicable penalties. If you did not add or remove any equipment during 2025 sign and date the back of the schedule form and write NO CHANGES in the notes box. You may also check the no change box on the front of the asset form or check the no changes box in the online portal.

PART V. POLLUTION CONTROL - Report pollution control equipment qualified under T.C.A. 67-5-604 (enclose copy of certificate).		
ACQUISITION COST	YEAR MADE	CERTIFICATE YEAR

NOTES

NO CHANGES

SMALL ACCOUNTS CERTIFICATION (OPTIONAL) I understand either certification below is subject to penalties for perjury, and I may be subject to statutory penalty and cost if this certification is proven false.

() \$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.

I certify that the information herein, including any accompanying schedules or data, is true, correct and complete, to the best of my knowledge and belief.

PRINT NAME _____ EMAIL ADDRESS _____

SIGNED _____ TITLE _____ DATE _____

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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 2025. (use the reverse side of this form)

I did not add or remove any equipment during 2025. There are no changes to the asset list or depreciation schedule I have on file with the Assessor's office.

What if I do not file an asset list?

If no asset list is filed, you will be forced assessed. This means if you have filed an asset previously, this year's assessment will be based on the previously filed amounts with no depreciation deducted. If you have never filed, you will be assessed at the average amount that was reported by similar businesses.

WHAT IF I ONLY HAVE A SMALL AMOUNT OF ASSETS AND EQUIPMENT?

There are two small account options for 2026. On the back of the schedule and the front of the asset form check the option that best describes the total depreciated value of the assets used in your business. An asset list or depreciation schedule is not required. However, small accounts are subject to audit, meaning the assessor's office can ask you to provide a list showing purchase date and purchase price of all equipment to verify the business qualifies for one of the small account certifications.

If you select one of the small account certifications your appraised value will be set at \$2,000 or \$ 10,000

APPRAISED VALUE X 30% ASSESSMENT LEVEL = ASSESSED VALUE X TAX RATE = TAXES DUE
FOR EXAMPLE: **\$2,000** x 30% = **\$ 600** x .0210 2025 COUNTY TAX RATE = **\$13 (ROUNDED)**
 \$2,000 x 30% = **\$ 600** x .0092 2025 CITY TAX RATE = **\$6 (ROUNDED)**

SMALL ACCOUNTS CERTIFICATION (OPTIONAL) I understand either certification below is subject to penalties for perjury, and I may be subject to statutory penalty and cost if this certification is proven false.

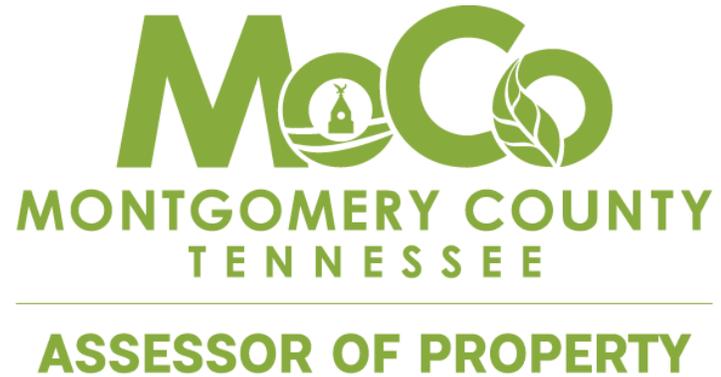
() **\$2,000** - I certify that the total depreciated value of my property (all groups) is \$2,000 or less.

() **\$10,000** - I certify that the total depreciated value of my property (all groups) is \$10,000 or less but more than \$2,000.

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 \$2000.



Don't hesitate to contact us if you have questions.
We are here to help !

Businesses beginning with numbers - letter J

Darla Murphy

- ▶ djmurphy@mcgtn.net
- ▶ 931-572-1113 ext. 1

Businesses beginning with letters K-Z

Carmen Edwards

- ▶ cmedwards@mcgtn.net
- ▶ 931-572-1113 ext. 2