

# Instructions for Form CC – 1

**Section 1A** Report the cost of all furniture, trade fixtures, equipment, copiers, computers, and other office machines, business telephones and mobile telephones, books, signs, and any other tangible personal property.

Sawmill and sawmill equipment etc., must be reported for taxation if owned by a business or individual.

Property must be reported at its actual cost before any allowance for trade-in or depreciation. The cost figures must be reported on a calendar-year basis.

If you own **NO** furniture, fixtures, machinery and tools **YOU MUST STILL FILE A RETURN**; please enter “NONE” in Section 1 of this form.

**Section 1B** Report all machinery and tools, unlicensed motor vehicles, and delivery equipment used in manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry businesses on this return for local taxation.

All property must be reported at its total capitalized cost, before any allowance for trade-in or depreciation. These cost figures must be reported on a calendar-year basis. **All expensed or fully depreciated items on hand January 1, 2016, regardless of date of purchase, should be included at original cost.**

A detailed list of assets itemizing all property reported by capitalized cost and date of acquisition

must be submitted with this return. **This asset list should include a list of property disposed of and the date of disposal.**

**Section 2** Report in this section all tangible personal property that is leased. Provide name of lease company and mailing address and a description of leased equipment.

**Section 3** If you are a merchant, report your Merchants Capital (Inventory) as of January 1, 2016. Report your **cost** of inventory.

List any vehicle that is licensed or registered under your business name that was located in Carroll County as of January 1, 2016. Show cost, date purchased, and vehicle identification number as titled on DMV. Attach separate sheet if needed.

**Note: If you no longer have a business or business equipment in Carroll County, RETURN the form with the date business equipment and inventory was sold or moved out of Carroll County.**

**Sign Form CC-1 and mail all attachments by May 2, 2016.**

Mail to: Fran Zimmerman  
Commissioner of the Revenue  
Carroll County  
605-7 Pine Street  
Hillsville VA 24343