



UNION COUNTY
Office of the Tax Administrator
Assessment Division
Personal Property Section
500 N. Main Street, Suite 236
P.O. Box 97
Monroe, NC 28112-0097

704-283-3746
704-292-2588 Fax

John Petoskey
Tax Administrator

Rebecca Helms
Personal Property Supervisor

DATE

NAME
ADDRESS
ADDRESS

Dear Taxpayer:

In accordance with North Carolina General Statute 105-274, any individual or business owning or possessing personal property used or connected with a business, or for any income producing purpose, must file a listing with the Union County Office of the Tax Administrator. The listings are due on or before January 31 of each year.

It has come to our attention that you own a business in Union County. In order for us to correctly update our files, please answer the questions below and include any other information you would like to provide.

THE INFORMATION WILL HELP US SET UP AN ACCOUNT IN YOUR BUSINESS NAME. A LISTING FORM WILL BE MAILED ON DECEMBER 31ST.

BUSINESS NAME: _____
OWNER'S NAME: _____
MAILING ADDRESS: _____
PHYSICAL ADDRESS (if different): _____
PHONE NUMBER: _____
TYPE OF BUSINESS: _____
DATE BUSINESS BEGAN IN UNION COUNTY: _____

IF THE BUSINESS IS INACTIVE, GIVE AN EXPLANATION ON THE BACK.

PLEASE RETURN THIS INFORMATION WITHIN TEN (10) DAYS OF THE DATE OF THIS LETTER.

We have enclosed a Business Personal Property brochure that should address any questions that you may have.

If you need assistance or have questions, please call (704) 283-3746.

BUSINESS PERSONAL PROPERTY

Enclosure