



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

RE: Account XXXXXXXXX

Dear Sir or Madam:

Our office is in receipt of your 2011 Business Personal Property listing. We have reviewed your listing and determined additional information is required.

We are requesting a fixed asset depreciation schedule (including all fully depreciated and Section 179 assets) for all personal property located in Union County effective January 1, 2011. If you use assets (equipment, computers, office furniture, tools, etc.) that are NOT included on this schedule, please attach a separate list itemizing these assets by description, acquisition year and cost. Small tools may be indicated as a total current value. **All personal property assets used in your business must be listed regardless of whether or not you own them personally.**

If you have an accountant, we highly recommend you review your final list of assets with him/her before submitting it to us. Please send this information within fourteen (14) days from the date of this letter.

Failure to provide the requested information could result in an on-site audit of your business personal property.

If you have questions or need assistance, please contact me. Thank you for your prompt attention to this matter.

Sincerely,

Phillip W. Strawn, CPPA
Auditor
Business Personal Property Section
704-283-3787
phillipstrawn@co.union.nc.us

Enclosure