ADV-40
6/23

County: Lee

Mailing Address: PO Box 3050
Opelika, AL 36803-3050

County Email: Appraisal@leeco.us

2024
Tax Year

Business Personal Property Return

File this tax return between October 1 and December 31 with the above county tax office.

Title 40, Chapter 7, Code of Alabama 1975, requires that, each year every person report to the county taxing official, a complete list of all tangible personal property owned by the taxpayer on October 1 of the tax year.

Instructions for completing this form can be found at www.ALBPPTax.com - search ADV-40

☐ Single Proprietor ☐ Partnership ☐ Alabama Corporation ☐ Out of State Corporation ☐ LLP ☐ LLC

Owner's Name:
Mailing Address:

Owner's Email:
Doing Business As:
Business Address:

Landowner's Name:
Business Type:
Date Established:

(Make necessary corrections above.)

This form may be filed online at www.ALBPPTax.com.
Select 'Lee County' and use the BPPIN and Access Code below to log in.

BPPIN:

Online Access Code:

For help with filing your return online, please refer to the "Help" link on the webpage.

FOR OFFICE USE ONLY

BPPIN / Loc No.

Parcel #

Is this a new business? ☐ Yes ☐ No

Did you close your business or sell your property prior to October 1 of the current year? ☐ Yes, Date: / / ☐ No

If sold, provide name and address of new owner:

Optional: If there is information regarding the personal property listed on this form (such as exemption status, or other communication that the appraiser may use in assessing this property), please note it here:

***Please attach a listing (disposal list) of property that is no longer owned by the business. The disposal list should include asset description, original cost, acquisition date, and disposal date. Additionally, documentation related to the sale or closure of a business can be attached to this return.**

Person to contact if additional information is required:

Name: Daytime Phone No.: ( )

Email Address:

NOTICE: All Business Personal Property Returns are subject to audit and appropriate penalties as found in Title 40, Chapter 7, Code of Alabama 1975.

I hereby affirm that, to the best of my knowledge and belief, this listing, including any accompanying statements, schedules, and other information, is true and complete. All forms not completely filled out and signed will be returned.

Date: Signed:

Title:

State law requires that this form be signed by the taxpayer or official agent.

PART A

Itemized Statement of Personal Property

Do you conduct a business in the State of Alabama ☐ Yes ☐ No If Yes, complete Part A.

List Furniture, Fixtures, Computers, Machinery and Equipment. If additional space is needed, a separate list may be attached.

ITEM	DATE ACQUIRED MM/DD/YY	COST
SUPPLIES		

Part B

Motor Vehicles with "Add-On" and special equipment

Do you have licensed motor vehicles having "add-on" or "specialized" equipment (i.e., dump bodies, box type bodies, cement drums, etc.) affixed to them? ☐ Yes ☐ No

If Yes, complete Part B. If additional space is needed, a separate list may be attached.

MODEL YEAR	MAKE	MODEL	TAG NUMBER	COMPLETE VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	PURCHASE PRICE

Part B-1

Truck Trailers, Tractor Trailers and Semi-Trailers for which the Owner Has Obtained a Permanent License Plate and Vehicles Based in Alabama Registered in Another State

Do you have a truck trailer, tractor trailer, or semi-trailer for which you have purchased an Alabama permanent trailer license plate and/or a vehicle based in Alabama but registered and tagged in another state? ☐ Yes ☐ No **If Yes, complete Part B1.**

If additional space is needed, a separate list may be attached.

MODEL YEAR	MAKE	MODEL	TAG NUMBER	SERIAL NUMBER/VIN	TRAILER/VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	LENGTH OF TRAILER

ADDITIONAL PART A ITEMS (if needed)

ITEM	DATE ACQUIRED MM/DD/YY	COST

ADDITIONAL PART B ITEMS (if needed)

MODEL YEAR	MAKE	MODEL	TAG NUMBER	COMPLETE VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	PURCHASE PRICE

ADDITIONAL PART B-1 ITEMS (if needed)

MODEL YEAR	MAKE	MODEL	TAG NUMBER	SERIAL NUMBER/VIN	TRAILER/VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	LENGTH OF TRAILER

PART C
AIRCRAFT
(Airplanes, Airships and Hot Air Balloons)

Pursuant to §32-11-2, Code of Ala. 1975, all airplanes, airships, and other aircrafts will be valued and assessed by the Department of Revenue, effective October 1, 2022. Any aircraft should be reported on the form ADV-ACR45, available on the department website at: revenue.alabama.gov/forms.

PART D
Construction in Progress
Do you have construction in progress or holding account? ☐ Yes ☐ No **If Yes, complete Part D.**

ITEM	COST AS OF OCTOBER 1	ANTICIPATED TOTAL COST	ANTICIPATED IN SERVICE DATE - MM/DD/YY

PART E
Leased or Rented Personal Property
Do you lease or rent any items of personal property from someone such as machinery, equipment, computers, furniture, fixtures, aircraft, or motor vehicles? ☐ Yes ☐ No **If Yes, complete Part E.** If additional space is needed, a separate list may be attached

NAME OF LESSOR	ADDRESS OF LESSOR	TYPE OF EQUIPMENT	QTY.	DATE OF LEASE MM/DD/YY	TERM OF LEASE	ANNUAL RENT

PART F
Other Personal Property Located on Your Premises
Do you have personal property in your possession or located on your premises that is owned by someone else, excluding any leased or rented equipment listed in Part E?
☐ Yes ☐ No **If Yes, complete Part F.** If additional space is needed, a separate list may be attached.

NAME OF OWNER	ADDRESS	AREA OCCUPIED (SF)	TYPE OF PROPERTY

Instructions - Form ADV-40

Title 40, Chapter 7, Code of Alabama 1975, requires that, each year every person report to the county taxing official, a complete list o fall tangible personal property owned by the taxpayer on October 1 of the tax year.

General Business/Owner Information Instructions:

1. Provide the business name and owner information of the property being reported.
2. Provide the mailing address of the business owner. This address will be used for correspondence including valuation notices and tax bills.
3. If applicable, complete the spaces provided for "doing business as" (for business operating name if different from the owner's name) and provide the address where the personal property is located.
4. Provide the name of the landowner.
5. Provide the business type such as restaurant, department store, etc., and the date the business was established.

Part A

Part A is used to list all assets owned by the taxpayer. A complete itemized listing must be provided of all personal property owned on October 1. Or, a copy of the depreciation schedule used in preparing the most recent income tax return, listing the property owned by the taxpayer at the close of the fiscal year may be submitted. **The depreciation schedule must be adjusted for additions and deletions so that it will contain property owned by a business on the October 1 lien date.**

Regardless of the reporting method chosen, the description or type of personal propety, the year of acquisition, the cost when acquired, and any property which has been fully depreciated but was still owned on October 1 must be provided.

The reported cost should include invoice price, freight, and installation cost, sales and/or use tax, extra foundations necessary to support the equipment, and other costs incurred for the use of the property.

If property is owned in more than one taxing jurisdiction within the county it must be identified by address where the property is located.

The itemized list should include all fixed assets, including but not limited to, furniture, fixtures, computers, machinery, equipment, non-registered motor vehicles, and add-on equipment. Additionally, capitalized repairs, rebuilds and refurbishments to equipment are to be reported. Multiple items of the same type of property aquired in the same year may be listed together. Alisting of taxable property no longer owned should be attached to the form for proper credit at assessment. the disposal list should include a description of each item, its acquisition date, original cost, and disposale date.

Supplies and materials used in the operations of the business that are **NOT** for sale are taxable **and must be reported. (i.e., office supplies, spare parts, and other consumable items.)** Supplies are to be reported as a dollar value of supplies on hand October 1 or an average value representing what the company spends in one month on supplies.

Example:

ITEM	DATE ACQUIRED MM/DD/YY	COST
SUPPLIES		$150
10 Dell Computers	5/3/2010	$10,000
4 Dell Computers	2/12/2012	$5,200

Leasing Companies having equipment located in this county must attach a complete listing of personal property as stated above. Include with this listing the lessee name, address and the physical location off each item of personal property.

Part B

Part B of the Personal Property Return must be completed if the taxpayer is unable to separate the cost of add-on or specialized equipment affixed to the cab and chassis of a motor vehicle. If the cost of Add-on equipment is known it may be reported seperately with its acquisition date and cost in Part A.

Add-on or specialized equipment is any machinery and equipment added to the cab and chassis of a motor vehicle. This equipment includes but is not limited to box type bodies, concrete mixer drums, dumping mechanisms, wrecker rigs, propane and petroleum tanks, refrigeration equipment, limousine and hearse bodies, etc. Purchase price must include all costs associated with the purchase of the motor vehicle, including any trade-in value.

Example:

MODEL YEAR	MAKE	MODEL	TAG NUMBER	COMPLETE VEHICLE ID NUMBER (VIN)	VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	PURCHASE PRICE
2017	MACK	MRU612	4X3724	1J2P67C9R0215721	DUMP TRUCK	8/24/2019	$155,000

Part B-1

Part B-1 of the Alabama Personal Property Return (ADV-40) must be completed annually by the taxpayer to list all truck trailers, semi trailers, and tractor trailers with an Alabama permanent trailer license plate. See Department of Revenue Administrative Rule 810-4-1-.03 for procedures regarding permanent trailer tags. Alabama permanent trailer tag numbers begin with the letter "A"

Example:

MODEL YEAR	MAKE	MODEL	TAG NUMBER	SERIAL NUMBER/VIN	TRAILER/VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	LENGTH OF TRAILER
2005	GREAT DANE	VAN	A095200	8KL249	DROP FRAME	11/9/2010	43 FT.

Part B-1 is also used to report vehicles based in Alabama but registered and tagged in another state. Such vehicles are subject to property tax in Alabama.

Example:

MODEL YEAR	MAKE	MODEL	TAG NUMBER	SERIAL NUMBER/VIN	TRAILER/VEHICLE DESCRIPTION	DATE ACQUIRED MM/DD/YY	LENGTH OF TRAILER
2010	FORD	F-250	M3S93N	1FALD63V4WH127702	PICKUP	1/6/2015	N/A

Part C
Part C has been replaced by form ADV-ACR45 which is used to list aircraft based in Alabama, including hot air balloons (whether for personal or business use). Pursuant to §32-11-2, Code of Ala. 1975, all airplanes, airships, and other aircraft will be valued and assessed by the Department of Revenue, effective October 1, 2022. Form ADV-ACR45 is available on the department wesite at: revenue.alabama.gov/forms.

Aircraft will be valued based on the procedures set out in Department of Revenue Administrative Rule 810-4-1.09.

Part D
Part D is used to list items of personal property that have been purchased but not yet placed in service, often referred to as construction in progress (CIP). Generally accepted accounting practices provide for the capitalization of assets to begin on the date the property is placed in service. Assets which are physically located at the business site in advance of their being placed in service are reported in Part D.

Part E
Part E is used to list assets located at the business and leased from another party. Items of personal property held under an operating lease are to be listed by the lessee in Part E. Items of personal property held under a capital lease or conditional sales contract shall be reported on Part A by the lessee. Leased equipment is assessed according to Department of Revenue Administrative Rule 810-4.1.22.

Part F
Part F is used by the taxpayer to list personal property located at a business that belongs to someone other than the business owner (for example, vending machines).

Online Filing
Alabama taxpayers can go to www.ALBPPTax.com to file a personal property return. Returns are electronically delivered to revenue offices for assessment. This method is free to the taxpayer and is an easy alternative to filing on paper.

Personal property returns may be filed on www.ALBPPTax.com from October 1 each year to the following January 31. **Returns are due between October 1 and December 31 of each year.** Filing for personal property returns on www.ALBPPTax.com will remain open until Jaunary 31 for taxpayer convenience but returns filed after December 31 will be late. After January 31, returns must be filed on paper with the county assessing official's office for business returns (ADV-40).

If a taxpayer is not registered on www.ALBPPTax.com they must first contact their county office and create an account. An account can be created at any time during the year. On or after Oct 1, log into the www.ALBPPTax.com account and select "Personal Property Return". Enter the account number and online access code printed on the paper ADV-40 form sent by the county where business property is located. Prior year data will then populate in the return. This information will only be necessary to enter the first year. All future years will only require the www.ALBPPTax.com log in information.

For more information regarding the reporting and assessing of personal property in Alabama, see the Alabama Department of Revenue website:

https://revenue.alabama.gov/property-tax/taxes-administered/personal-property/