**LOCAL BUSINESS PERSONAL PROPERTY RETURN INFORMATION**

South Carolina law provides that all items of personal property used in a business be assessed for the property tax purposes. Also, it provides that a return of these items be filed between January 1st and April 30th of each year.

If personal property is located in more than one location, a separate return must be filed for each location.

A 10% penalty is applied if the return is received after April 30th.

The information used to complete your return should be taken from your latest Federal & State Income Tax Depreciation schedules.

Do not return property licensed in the State of South Carolina such as vehicles, marine equipment or aircraft.

Please inform us if the business has been sold or has ceased operation.

If you lease or rent equipment, please do not include this on the return. The company from whom you lease or rent is liable for the taxes. Please provide us with the name and address of the lease company.