



Acct Number:

**SUMNER COUNTY
ASSESSOR OF PROPERTY
NEW BUSINESS FORM FOR:**

JOHN C. ISBELL
ASSESSOR

355 N. BELVEDERE DRIVE, ROOM 206
GALLATIN, TENNESSEE 37066
PHONE (615) 452-2412 • FAX (615) 442-1108

Business Name: _____

Property Owner If Different: _____

Business Owner: (Please Print) _____

Mailing Address: _____

City, State, Zip: _____

Business Location: _____

(If different from mailing)

Business Phone: () _____

Date Business Opened: _____

Contact Person: _____

Phone: () _____

This is to certify that as a business owner, I have been informed that I will have the responsibility of doing a Tangible Personal Property Schedule every year as long as I have a business.

The following is information that I will need to comply with for the Tangible Personal Property:

- * Must register my business with the Personal Property Department providing my Business Name, Physical Location, Mailing Address, Contact Person, Phone Number and brief description of what the business does.
- * The Personal Property Schedule must be filed each year (regardless of the status of my business) between January 1 and March 1. Anything filed after March 1 will be a late return and will be a Forced Assessment, including penalty.
- * It is the owners responsibility to report any changes such as Name, Address or Phone Number. If the business sells or closes there must be a written statement furnished to the assessors office before the account is made inactive. Without notification or if there is no return the account will be Forced.
- * This is not a pro-rated tax. If your business is open as of Jan 1 of the current year you will have a tax bill for that year.
- * If at anytime you need assistance or have any questions you may call or come by our office, we will be happy to help you. Our office is located at 355 North Belvedere, Gallatin, TN, Room 206 or our phone number is 615-452-2412. You may also go to www.comptroller.state.tn.us and follow the link for Personal Property.
- * Please list the activities of your business on the back and see important dates for Tangible Personal Property.

Email Address: _____

Signature: _____

FOR OFFICE USE ONLY:

Ctl		
Map:	Grp:	Par:
Pt:	City:	Bus Code:

DESCRIPTION OF WHAT BUSINESS DOES:

IMPORTANT DATES:

DECEMBER		Tax Schedule B will be mailed toward the end of month
JANUARY	1	Situs date (The physical location of property as of January 1)
FEBRUARY	1	Assessor of Property deadline for mailing Tangible Personal Property Schedules
MARCH	1	Business owner deadline for filing Tangible Personal Property Schedule
MAY		Assessment Change Notices mailed
JUNE		County Board of Equalization begins meeting
SEPTEMBER	1	Deadline to file amended return with Assessor of Property
OCTOBER		Tax Billing
