

## Who Must File a Listing

Any individual or business that owns or possesses personal property used for business or income-generating purposes as of January 1, 2026, must file a property listing. Exempt property and property that may qualify for exemption are still required to be listed annually.

## When and Where to List

**Listings must be submitted by January 31, 2026, to be considered timely** unless the account was granted an extension of time to list.

Listings can be submitted either by mail or electronically via our Online Property Listing system. Late listings will incur penalties in accordance with North Carolina General Statute 105-312(h).

For mailed listings, the filing date will be determined by the postmark from the U.S. Postal Service or an overnight courier. If there is no postmark date, or if the postmark is not from the U.S. Postal Service or an overnight courier, the listing will be considered filed when received by Wake County Tax Administration. For metered mail, you must obtain a certificate of mailing or a certified mail receipt from the U.S. Postal Service to prove timely submission.

**By Mail:** Wake County Tax Administration, PO Box 2331, Raleigh NC 27602

**Online:** Go to [wake.gov/opl](http://wake.gov/opl)

To access your account online, you will need your account number and password. The password is located at the top right of your preprinted listing form. For security reasons, self-assigned passwords are partially masked. If you do not have your password, please use the "Forgot Password" option.

New business locations listing property for the first time must use the Online Property Listing system to create an account number and password. Only current year listings can be filed online. Prior year listing forms are available on our website at [wake.gov/tax/listingforms](http://wake.gov/tax/listingforms).

Leasing companies that submit a location list of leases are currently unable to list online.

## Extension of Time to List

**Requests for listing extensions must be received by January 31, 2026.**

- To request an extension online, use our Online Property Listing system. You will need your account number and password to access the system. The password can be found at the top right of your preprinted listing form. For security reasons, self-assigned passwords are partially masked. If you do not have your password, select the "Forgot Password" option.
- To request an extension by mail, submit your request on your company's letterhead and send it to Wake County Tax Administration. Include the account number(s) and business name(s) for which you are requesting the extension. Mailed requests must adhere to the postmark regulations outlined above. To receive confirmation of the extension, include a self-addressed, stamped envelope with your request.

**The filing deadlines for accounts with an extension are as follows:**

- If submitting by mail, the listing must be postmarked by April 15, 2026.
- Listings postmarked after April 15, 2026, will only be considered timely if filed electronically using the Online Property Listing system.
- Electronic listings must be received by 11:59 PM ET on May 15, 2026.

Failure to meet these deadlines will result in a late listing penalty. Emailed listings will be rejected and will incur a penalty if not resubmitted timely using an approved method.

## Late Filing

Listings submitted after the deadlines noted above can be filed using the Online Property Listing system, which will be available until November 15, 2026. New accounts can also be established and listed online until this date. Please note that, as required by state law, late listings will incur a penalty.

## Application for Exemption

Organizations seeking an exemption from North Carolina business personal property tax must submit an application by January 31, 2026. You can obtain the exemption application (Form AV-10) by calling 919-856-5400 or emailing [taxhelp@wake.gov](mailto:taxhelp@wake.gov).

## Completing the Listing Form

Review all preprinted information for accuracy. If any details are incorrect, strike them out and provide the updated information. Ensure all business detail fields at the top of the form are completed. A separate listing form is required for each location.

The Location # field will typically be blank for most companies. For companies with multiple facilities, using the Location # can help identify each location. The Location # can include 1-15 numeric or alphanumeric characters.

## Listing Information

All tangible property owned as of January 1, 2026, must be listed. Tangible personal property includes, but is not limited to, machinery, equipment, furniture, fixtures, signs, computers, leasehold improvements, expensed assets, and supplies. Property must be reported at the retail level of trade, even if its actual cost was at the manufacturer or wholesale level. All items should be listed at their 100% historical installed cost at the retail level of trade, including installation, sales tax, freight, and any associated costs.

Lessors must include a detailed schedule of leased equipment. Personal property rented or leased to others is not exempt from property tax. If you own such property, attach a schedule with the lessee's name, physical location of the property, description of the property, year acquired, historical cost, and taxing district. If you manufactured the equipment, provide the retail selling price new rather than the manufacturing cost.

Do not include North Carolina licensed vehicles or special truck-mounted equipment, such as cranes, wreckers, drilling tanks, and hoses, in this section. For IRP (International Registration Plan) or apportioned-plated vehicles, you must list them for property tax purposes. Attach a schedule detailing the year acquired, cost, description of equipment, and the vehicle's license tag number.

## Construction in Progress

Report 100% of the total cost of all personal property carried in a CIP account as of January 1, 2026.

## Supplies

List all supplies and materials (such as office supplies, cleaning products, shop materials, promotional items, etc.) that are not consumed in the manufacturing process, or that do not become part of the final product sold. This includes replacement and spare parts held for equipment maintenance and repair, even if they are recorded in an inventory account. Hotels and hospitals should list supplies provided as part of their room charges, while doctors and medical offices should include all drugs and medical supplies on hand, with the exception of free drug samples.

Expensed equipment must be reported. Report the total cost of these items in the correct acquisition year on schedule A84.

Inventories (goods held for sale in the regular course of business by manufacturers, retail merchants, and contractors) are exempt from property tax. This includes raw materials, goods in process of manufacturing, and finished goods.

## Leased Property

If, on January 1, 2026, you possess any business machines, machinery, furniture, vending equipment, game machines, postage meters, or other equipment that is loaned, leased, or otherwise held but not owned by you, provide a complete description and details of the ownership of the property in this section. This information is for office use only, and assessments will be directed to the owner or lessor.

## Leasehold Improvements

Report the total investment made during the preceding calendar year. Certain improvements are classified as personal property rather than real estate. Examples include tenant-installed security systems, telephone systems, alarm systems, kitchen equipment, millwork, shelving, furnishings attached to real estate, specialized heating or air conditioning systems, coolers, piping (beyond standard plumbing), and similar items.

Real estate valuation includes elements such as floor coverings, wall coverings, ceilings, standard lighting, heating and air conditioning systems, building sprinkler systems, paving, outdoor fencing, and area lighting that are not directly used for the business process.

## Person to Contact for Additional Information or Audit

Please provide contact information for the person who can provide additional details regarding the listing.

## Affirmation

Listings must be signed by a legally authorized individual, such as the taxpayer, a guardian, an authorized agent, a principal officer, or a full-time employee officially designated to list the property. Be sure to sign and date the affirmation to avoid listing form rejection.

## Personal Property

There are 10 groups available for listing personal property owned by the business on the necessary schedule. Consult the 2026 NCDOR Cost Index and Depreciation Schedules to determine the appropriate schedule for each category of equipment. All equipment must be listed.

Examples of categories may include, but are not limited to:

- Machinery, Equipment & Unlicensed Vehicles:** This category includes all warehouse and packaging equipment, manufacturing equipment, production lines (both high-tech and low-tech), as well as any unlicensed vehicles and attached special equipment. Report the total cost by the year of acquisition, including fully depreciated assets that are connected with the business. Be sure to list unlicensed vehicles with their acquisition year and cost.
- Office Furniture & Fixtures:** Report the costs of all furniture, fixtures, and small office machines used in your operations. This includes file cabinets, desks, chairs, reception area furniture, curtains, blinds, ceiling fans, window air conditioners, telephones, intercom systems, and security systems.
- Computer Equipment:** Report the costs of non-production computers and their peripherals. This includes, but is not limited to, personal computers, midrange or mainframe systems, as well as monitors, printers, scanners, magnetic storage devices, cables, and other associated peripherals. Also include capitalized software purchased from unrelated business entities. Note: Development or modification costs for software, whether done internally or by a third party to meet specific customer needs, are excluded and should not be reported, regardless of the acquisition year. If you have previously reported such specialized software costs, they should be removed.
- Other Equipment:** This category includes equipment not covered under basic machinery, furniture, or computer equipment. Examples are high-tech medical equipment, computer-controlled machinery, advanced computer components for equipment control, testing equipment, printing equipment, photographic equipment, tubular steel frame greenhouses, rental equipment, electronic devices, and transmitting towers. These items should be listed on separate schedules.

For additional information, visit our website at  
[wake.gov/businessproperty](http://wake.gov/businessproperty)

