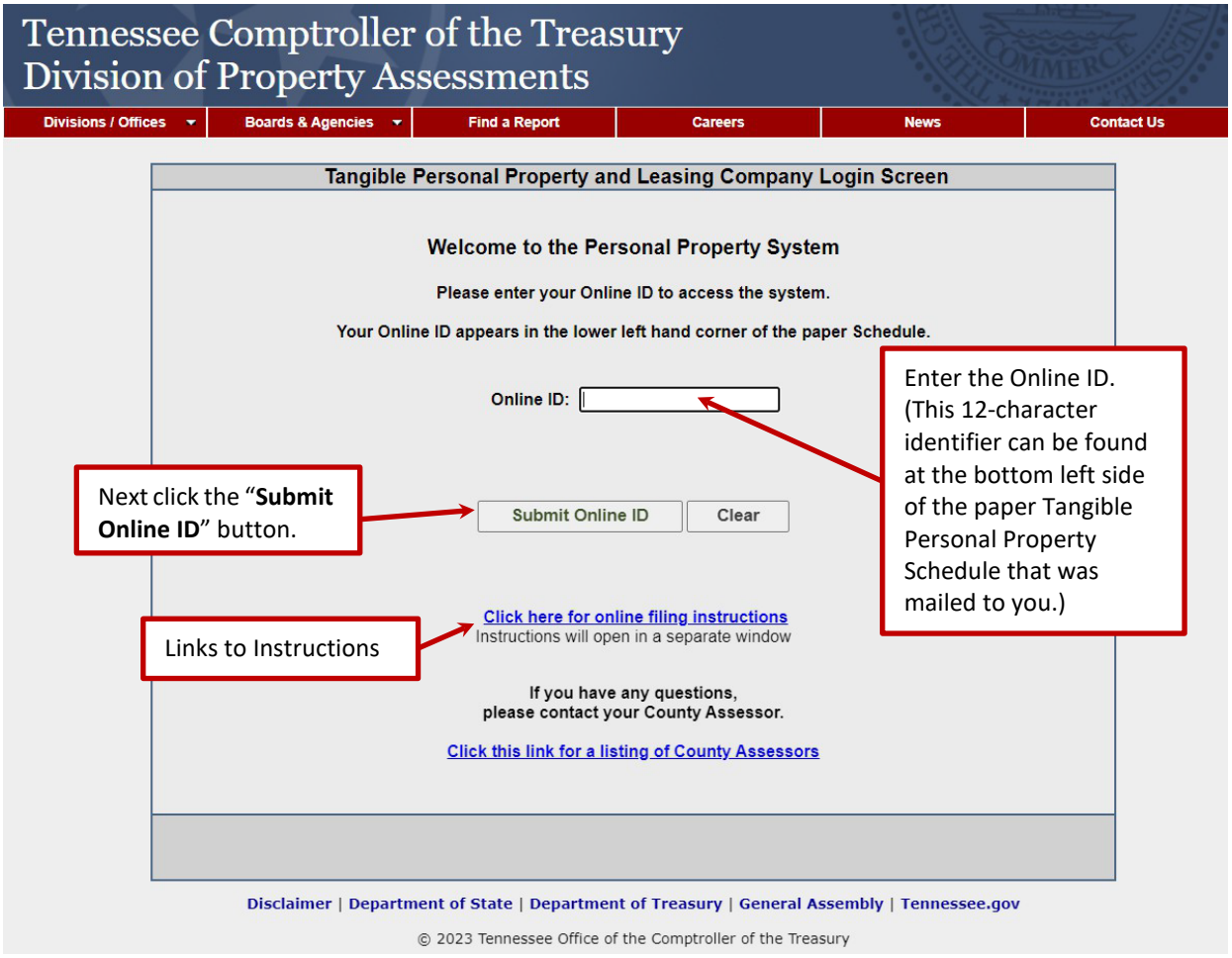
Online Filing Instructions

Tangible Personal Property website:
https://apps.cot.tn.gov/PersonalPropertyOnline/login/Start_ID.aspx

You will be taken to the Tangible Personal Property Login Screen.



You will be taken to a page where data can be verified or changed. The fields will be pre-populated by information already on file for this account.

Part I. General Data

Part I is where ownership information, contact information, and certain pieces of business information are maintained, as shown below.

PART I. GENERAL DATA

County Number: 063
Tax Year: 2025
Account ID: 008P C 03800P000

Business Name: IHI
%B. MORRIS
Business Owner: BOB MORRIS
Business Address: 1234 BLUE MOON LANE
Business City: CLARKSVILLE
State: TN
Zip Code: 37042 -
Country: USA

Contact Person: B. Morris
Contact Phone: 7314787132
Extension:
Email Address:
Re-enter Email Address:
Year Business Started:
Type of Business: 23321 SINGLE-FAMILY HOUSING CONSTRUCTION

Doing Business as:
Business Located (please check one): ○ Outside City Limits ◉ Inside City Limits
Indicate the City: CLARKSVILLE

Business License Number: 762315

Property Address
Street Number: 1234
Street Name: BLUE MOON LANE
Real Estate Owner: INTEGRITY HOME IMPROVEMENT

PART II. OWNED PERSONAL PROPERTY - STANDARD VALUE

Group 1 - Furniture, Fixtures, General Equipment, and all other property not listed in another group

Year	Cost on File	Revised Cost	Depr
2024			.88
2023			.75
2022			.63
2021			.50
2020			.38
2019			.25
Prior			.20
Total	0	0	

Group 2 - Computers, Copiers, Peripherals, and Tools

Year	Cost on File	Revised Cost	Depr
2024			.67
2023			.33
Prior			.20
Total	0	0	

Group 3 - Molds, Dies and Jigs

Year	Cost on File	Revised Cost	Depr
2024			.75
2023			.50
2022			.25
Prior			.20
Total	0	0	

Group 7 - Scrap Property

Year	Cost on File	Revised Cost	Depr
All			.02

Group 4 - Aircraft, Boats, and Towers

Year	Cost on File	Revised Cost	Depr
2024			.92
2023			.85
2022			.77
2021			.69
2020			.62
2019			.54
2018			.46
2017			.38
2016			.31
2015			.23
Prior			.20
Total	0	0	

Group 5 - Manufacturing Machinery

Year	Cost on File	Revised Cost	Depr
2024			.88
2023			.75
2022			.63
2021			.50
2020			.38
2019			.25
Prior			.20
Total	0	0	

Group 8 - Raw Materials and Supplies

Cost on File	Revised Cost

Group 6 - Billboards, Tanks and Pipelines

Year	Cost on File	Revised Cost	Depr
2024			.94
2023			.88
2022			.81
2021			.75
2020			.69
2019			.63
2018			.56
2017			.50
2016			.44
2015			.38
2014			.31
2013			.25
Prior			.20
Total	0	0	

Group 9 - Vehicles

Year	Cost on File	Revised Cost	Depr
2024			.80
2023			.60
2022			.40
Prior			.20
Total	0	0	

Group 10 - Construction in Process

Year	Cost on File	Revised Cost	Depr
All			.15

Part II. Owned Personal Property – Standard Value

Part II (as shown in the previous illustration) is where you will update your tangible personal property values. The amount in the **Cost on File** column is the amount that was previously reported. Make any necessary changes in the **Revised Cost** column for any additions or deletions that were made during the year.

TANGIBLE PERSONAL PROPERTY SCHEDULE (DUE MARCH 1)

THE FORM CONTAINS THE FOLLOWING ERRORS:

A Business Name must be provided
A Business Owner must be provided
A Business Address must be provided
Business City is required
Business State is required
Business Zip Code is required
Business Country is required
A Contact Phone must be provided
A valid Email Address must be entered twice
A Property Address must be provided

The next step is to click "**Click to Save and Move to Page 2**".

An error message will be displayed if any of the required fields are left blank.

All required fields **MUST** be completed on page one of the schedule before it can be saved and moved on to page 2.

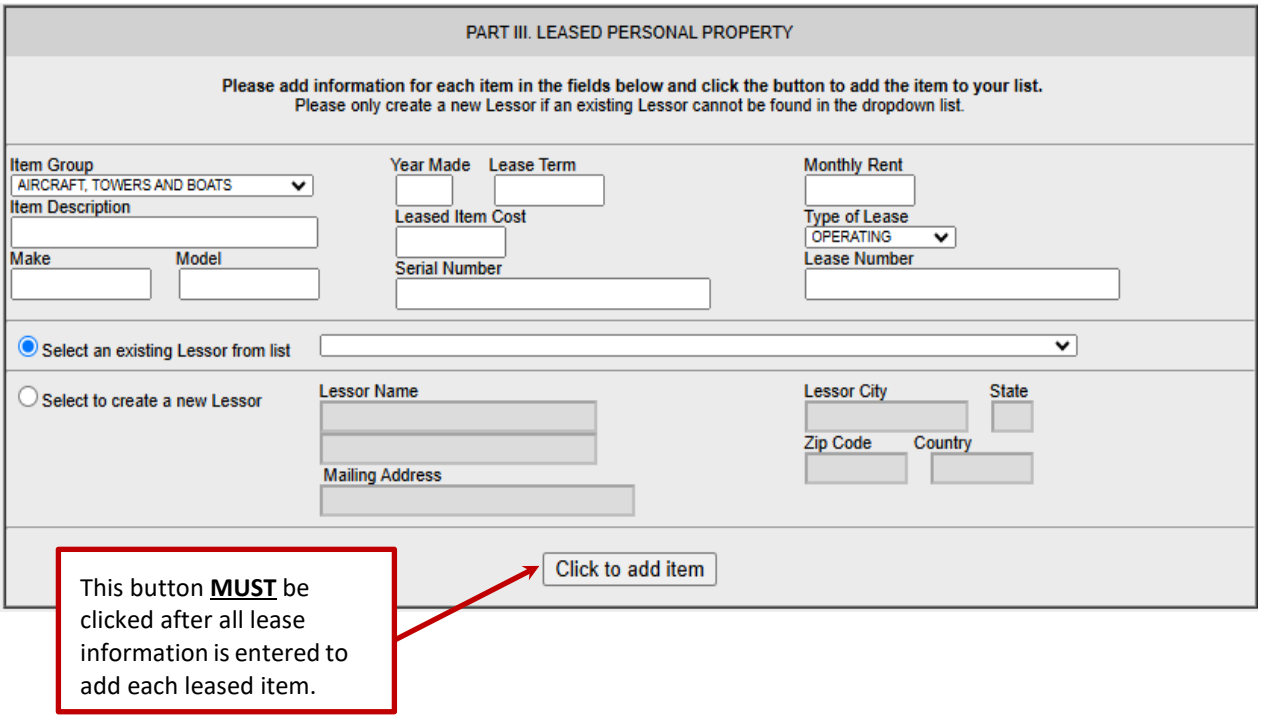
A red **X** will show up next to the fields that must be completed.

After completing this page, click "**Click to Save and Move to Page 2**" at the bottom of the screen.

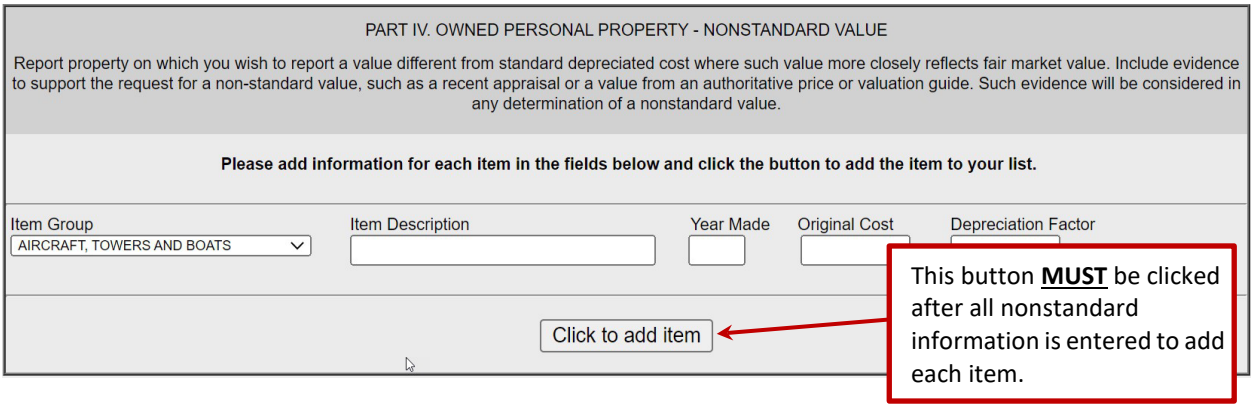
Click to Save and Move to Page 2

Page 2 of the Schedule is for entering leases, nonstandard values, and pollution control information.

PART III. Leased Personal Property



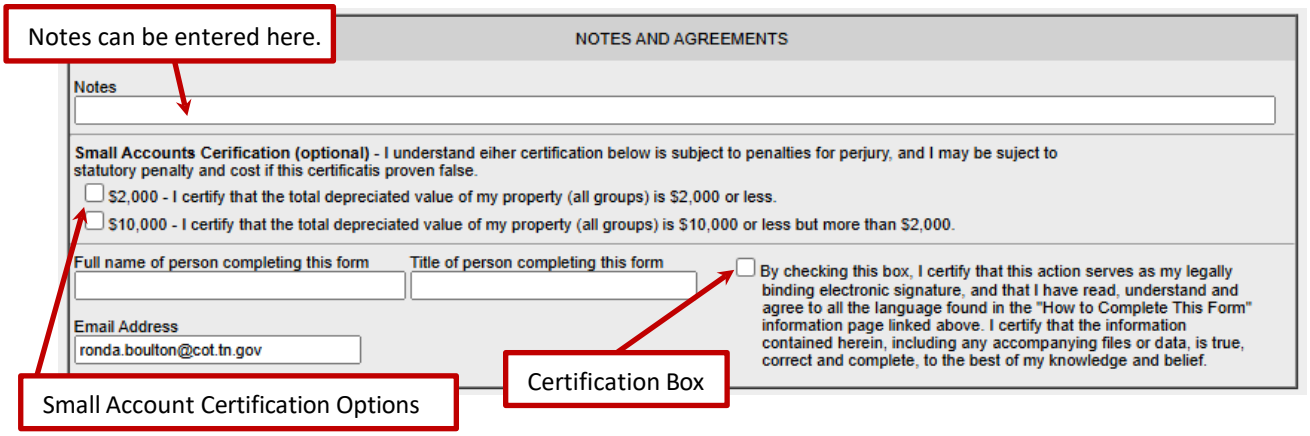
PART IV. Owned Personal Property – Nonstandard Value



PART V. Pollution Control

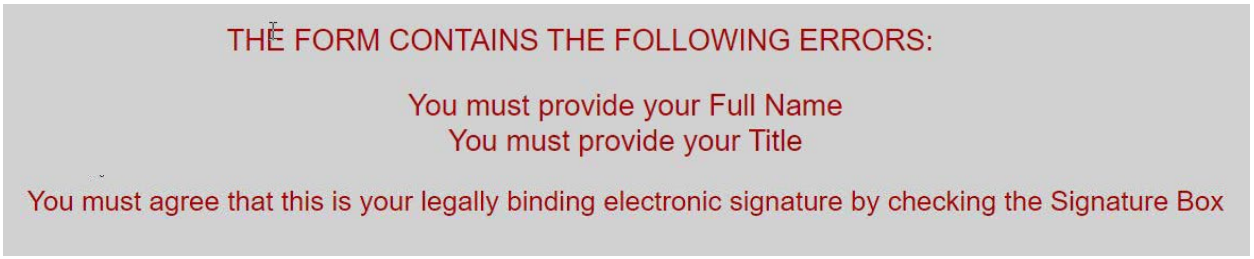


Next is a section for notes to be added. Below the notes section are the **Small Account Certification** options. If you believe the depreciated value of your property is (1) $2,000 or less or (2) $10,000 or less but more than $2,000, you may select the corresponding **Small Account Certification** as an alternative to reporting detailed costs. The schedule is finished by entering the full name and title of the person completing this form. It must then be certified by checking the box to the right.



After information is entered completely, there are options to save the information and return to page 1, to save the information you have entered and exit the program, upload any associated files, or to submit the schedule.

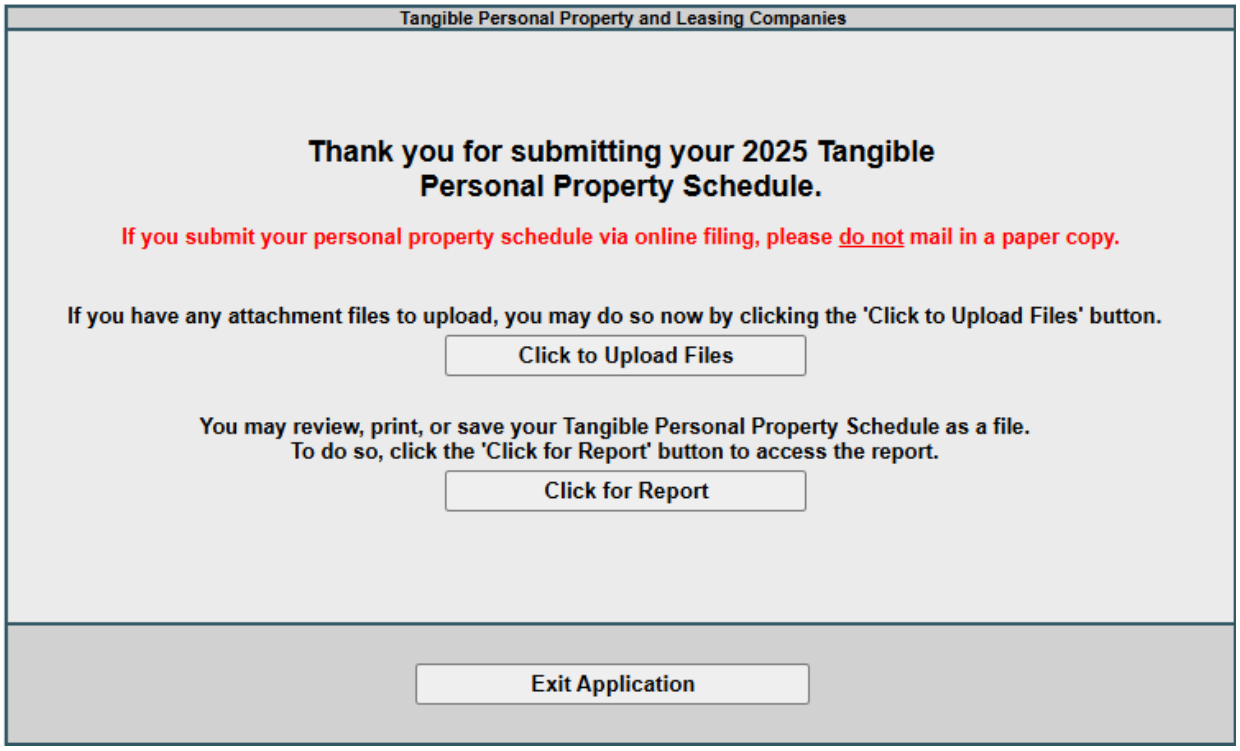
Once again, this page has required fields even if no information was entered for leases, nonstandard values, or pollution control equipment.



After completing the required fields, click the "**Click to Submit this schedule**" button.
You **MUST** click the "**Click to Submit this schedule**" button to complete your submission. On the following page, you have one more chance to go back to the schedule without submitting it or to finalize your schedule.



After choosing "**Click to Finalize your Submission**," you are taken to one last screen. Here, you can upload files to be attached to your Tangible Personal Property Schedule or create a report of your filing that can be saved before exiting the online filing system.


Tangible Personal Property and Leasing Companies
Thank you for submitting your 2025 Tangible Personal Property Schedule.
If you submit your personal property schedule via online filing, please do not mail in a paper copy.
If you have any attachment files to upload, you may do so now by clicking the 'Click to Upload Files' button.
Click to Upload Files
You may review, print, or save your Tangible Personal Property Schedule as a file.
To do so, click the 'Click for Report' button to access the report.
Click for Report
Exit Application