

We need the following information to accurately value your vehicles, etc. properly. Failure to file the necessary information may result in your vehicles and other property being appraised at a higher value. Do not list vehicles with apportioned plates.

- Automobiles:** Year, Make, Model, Vehicle Identification Number (VIN), date acquired and cost.
- Trucks & Small Trailers:** Year, Make, Model, VIN, 4wd, ½ Ton, ¾ Ton etc., date acquired and cost.
- Large Trucks:** Year, Make, Model, VIN, Gross Weight, and Axle, date acquired & cost.
- Trailers:** Year, Make, Model, VIN, Type (Van, Tanker, Dump, Flatbed, etc.) Length & Axle. For Tankers, please list gallon capacity; Lowboys, list ton capacity. For all Trailers, we need date acquired & cost.

- Farm Machinery, Equipment, Livestock, and Products of Agriculture**
WV Code § 11-3-9 exempts Class I personal property **employed exclusively** in agriculture, including vehicles that qualify for a farm use exemption certificate, farm machinery and equipment, livestock and products of agriculture while in the hands of the producer.
- Covote Fund Fee** (Page 3)
List number of breeding age sheep & goats.
Submit \$1.00 per head to the Assessor's Office.

- Schedule F**
Incomplete Construction
The cost of any new materials for buildings, additions or improvements that are incomplete and are not assessed as real property must be reported here.

- Schedule G** (page 4)
Salvage Value Machinery & Equipment
Machinery and equipment that have been fully depreciated and are no longer used as part of business operations should be listed in this section.
These items are not reported on SCHEDULE A.

- Schedule H** (Page 4)
Pollution Control Facilities
All pollution control facilities installed after July 1, 1973, and approved by the Water Resource Division of DNR or Air Pollution Control should be listed, **with location, year installed and original cost.** The State Tax Department provides our office with a list of all qualified equipment.

- Other Required Information** (Page 4)
Type of business entity: Please check one.
- Description of Business Activity:** Please describe the basic type of business that you are operating & enter your FEIN. This is very important in categorizing your business for depreciation of Schedule A assets.
- North American Industry Classification System NAICS Code:** Please list the four-digit NAICS code for your business if known.

PLEASE SIGN, DATE, AND RETURN BY
SEPTEMBER 2.

LEVY RATES FOR 2025

- CLASS II** All property owned, used & occupied by the owner, exclusively for residential purposes, & farms used & occupied by their owners or bona fide tenants.
- CLASS III & IV** All real and personal property other than Classes I and II located outside a municipality (Class III) or within a municipality (Class IV)

Be sure to verify that your property is in the right tax class.

<u>ALL Districts</u>						
	<u>BOE</u>	<u>CNTY</u>	<u>STATE</u>	<u>BOND</u>	<u>FIRE</u>	<u>TOTAL</u>
CLS II	0.388	0.286	0.0050	0.0674	0.0246	0.7710
CLS III	0.776	0.572	0.0100	0.1348	0.0492	1.5420
<u>KINGWOOD</u>						
	<u>CNTY</u>	<u>TOWN</u>	<u>EXCESS</u>	<u>TOTAL</u>		
CLS II	0.7710	0.2500	0.1250	1.1460		
CLS IV	1.5420	0.5000	0.2500	2.2920		
<u>Tunnelton, Masontown, Reedsville, Newburg,</u>						
<u>Rowlesburg, Bruceton, Corporation:</u>						
	<u>CNTY</u>	<u>TOWN</u>	<u>EXCESS</u>	<u>TOTAL</u>		
CLS II	0.7710	0.2500	0.0000	1.0210		
CLS IV	1.5420	0.5000	0.0000	2.0402		
<u>Terra Alta Corp</u>						
	<u>CNTY</u>	<u>TOWN</u>	<u>EXCESS</u>	<u>TOTAL</u>		
CLS II	0.7710	0.0000	0.0000	0.7710		
CLS IV	1.5420	0.0000	0.0000	1.5420		
<u>Albright Corp</u>						
	<u>CNTY</u>	<u>TOWN</u>	<u>EXCESS</u>	<u>TOTAL</u>		
CLS II	0.7710	0.1280	0.0000	0.8990		
CLS IV	1.5420	0.2560	0.0000	1.7980		
<u>Brandonville Corp</u>						
	<u>CNTY</u>	<u>TOWN</u>	<u>EXCESS</u>	<u>TOTAL</u>		
CLS II	0.7710	0.1938	0.0000	0.9648		
CLS IV	1.5420	0.3876	0.0000	1.9296		

2026
Commercial
Business
Property Return



David J. Nestor II
Preston County Assessor's
Office

Monday: 8:30 – 5:30
Tuesday – Friday: 8:30 – 4:30
106 W. Main St. Suite 101
Kingwood, WV 26537
Phone (304) 329-1220
Fax (304) 329-1643

Dear Business Taxpayer:

As a business owner in West Virginia, your business is subject to ad valorem taxes. **You are required under West Virginia law to complete Form STC 12:32C- “Commercial Business Property Return” and return it to our office on or before September 2.** WV State code §11-3-10 allows the Assessor to prepare estimated returns for those businesses that fail to file, file late, or who fail to file accurate information. Below are some common questions our office is asked.

Do I have to complete all Schedules of the form?

Yes, you must complete ALL SCHEDULES of the return. If they do not apply, list **NONE**. **Do not write “same” on any of the schedules.** If you have not filled in all schedules, your return may be rejected and returned to you for completion. Your signature affirms the information to be correct.

What do I do if my business has closed?

Even if you are no longer in business, you must return the form signed with the date of business closing to have your account deleted from our records.

What do I need to send in with my return?

The following forms may be submitted to ensure quick and proper appraisal: Detail Asset Listing (containing the purchase price and date of assets), Balance Sheet, and/or Depreciation Schedule for reported assets.

The following are step by step instructions on how to properly fill out the Commercial Business Property Return Form “STC 12:32C” (Blue Form)

Basic Business Information

Please ensure this information is properly filled out for all correspondence to be sent to the correct address under the correct business name.

If a printed label appears under “Business Name and Mailing Address”, please verify that the information on this label is correct. **Please state the actual location of your business in West Virginia.**

Property You Lease from Others

(Page 1)

Please list all property you lease from others, with **dates leased** and/or gross annual rent. Please include the name, address, and phone number of the property owner (the lessor) and the type of property leased. Attach additional sheets if necessary.

Real Estate

(Page 1)

Item I: List all Preston County real estate property owned by your company. Include the District, Map and Parcel Number which can be found on your real estate tax tickets.

Item II: List new improvements or deletions.

Buildings on leased land

(Page 1)

If you own any buildings situated on land belonging to someone else, you must list the name and address of the landowner. If possible, please provide the District, Map and Parcel Number for the land on which the building resides.

Schedule A

(Page 2)

Machinery & Equipment, Furniture & Fixtures, Leasehold Improvements, and Computers

List all of the above in the appropriate section by **year of purchase with purchase cost**. Property that is owned and still in use, but which has been fully depreciated or written off, **MUST** be reported.

Computer Equipment is to be listed separately to receive correct depreciation (5-year life).

Any property, which has been fully depreciated and is **NO LONGER USED** as part of the production process, should be reported on “Schedule F – Salvage Value Machinery & Equipment”.

What are leasehold improvements?

(Page 2)

Leasehold improvements are any permanent improvements and/or additions, exclusive of buildings, to leased property, which have been made by the lessee.

Some examples of this would be building a mounted sign, a commercial exhaust system, or additional walls. All leasehold improvements are to be reported on **Schedule A**.

Schedule B

(Page 3)

Inventory, Consigned Inventory, Parts, and Supplies

Taxpayer is to report all consigned goods, supplies, parts and inventory of merchandise for resale or held for owner’s use, in warehouse or in storage.

Vehicle, Mobile Home, Manufactured Home, & Farm Equipment Dealers

(Page 3)

Dealers of new & used motor vehicles, motorcycles, RVs, trailers, mobile homes, manufactured homes and farm equipment are required to complete & attach the Vehicle Dealers Inventory Worksheet in place of Schedule B. Please read the instructions to this worksheet carefully before completing it, as some exemptions apply.

All dealers must submit an Income Statement to support information appearing on the worksheet.

Warehouse Freeport Tax Amendment

(Page 3)

Tangible personal property moving in interstate commerce, whether originating outside the state, or consigned to a warehouse within the state from outside the state, shall be exempt from ad valorem taxation unless a new or different product is created. While being housed in the warehouse the items may be bound, packaged, etc. as long as there is no change in utility resulting in a new product. **The Freeport Exemption does NOT apply to the inventory of Natural Resources.**

Schedule C

(Page 3)

Machinery & Tools in process of installation

Machinery or tools purchased but not yet installed are reported here.

Schedule D

(Page 3)

Other Personal Property

This section is used to cover all other property not covered by a special section on the form. This may include business libraries, reference books, movable storage buildings, furniture & fixtures in the process of construction and oil and natural gas drilling rigs. List the cost and date acquired of all assets reported in this section.

Schedule E

(Page 3)

Vehicles, Trailers, Boats, Aircraft, and Mobile Homes

We must have a complete listing of **all vehicles titled in the name of the company except those using apportioned plates**. These vehicles are valued using the “NADA Price Guide” Average Loan Value. Heavy duty or non-standard vehicles may be valued by other means. It is especially important that the date of purchase and purchase price be included for these vehicles. **If you have more than six vehicles, you are required to complete Form STC 12:00 - Itemized Fleet Vehicle Report”.**