

**Bear
Chaney**
Assessor
Benton County



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Bentonville, AR 72712
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2013 COMMERCIAL PROPERTY SCHEDULE

TO WHOM IT MAY CONCERN:

In accordance with Arkansas statutes, the Assessor's office is engaged in commercial/personal property valuation. The assessment forms have the assets listed as they were rendered on the last assessment. Review the information carefully and make additions or deletions as needed. The forms **must be signed** and we are requesting that you place your federal ID number next to your signature. Forms received by our office and not signed will be returned to the business as an incomplete assessment.

Assessments are required of all taxpayers engaged in any kind of business. Arkansas statutes require that "Business and Professional Machinery, Furniture, Fixtures, Equipment, Inventories, Supplies and Vehicles" be assessed for tax purposes, **NO LATER THAN MAY 31**, of each year. After this date, a 10% penalty will be applied. Following this guideline, prior assessments may be amended to include those assets noted as purchased in that time frame. **In past years, businesses have been given a courtesy assessment for vehicles only for tagging purposes, allowing the full rendition to be submitted at a later date. That process will no longer be available to you.**

Businesses which do not submit an assessment form will be force assessed with estimated values for the assessment year. If the business has been force assessed, you will not be able to tag vehicles without submitting a completed assessment form.

A full listing of assets with year and original purchase price for all items is required by law. ***This also includes expensed and fully depreciated assets.*** Completed forms will be processed at the main office in Bentonville. The Bentonville/Rogers office at the Olive Branch strip mall, the Siloam Springs office on Lincoln, the Gravette office on Main, and the Rogers office on Poplar, **DO NOT** process business assessments. However, completed assessment forms with signatures may be dropped off at any assessment office. Assessments being mailed, must have a **federal post mark** no later than May 31st of the assessment year. After processing, a copy of the assessment will be mailed to you. If you do not receive a copy of processed assessment from our office within a month, please contact our office to verify that we received your assessment.

Beginning in 2008, businesses have the option of submitting renditions electronically. The assessment must be in PDF, Excel, or HTML format. For further information regarding the submission of electronic renditions please visit our website at: <http://www.co.benton.ar.us/Assessor/Assess.aspx>

If the business has closed, changed name, or changed owners, please write that information, along with the date of the change on your form, sign and return as soon as possible before May 31 so the correct owner is charged for the assessment.

Should you have any questions about the assessment or the assessment process, please contact the Bentonville business office at (479) 271-1087.

Sincerely,
Business Department