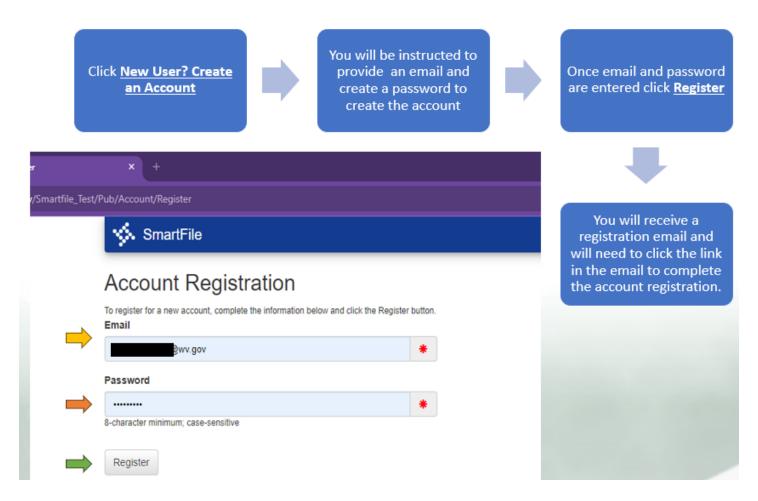
Smartfile-Industrial Personal Property Filing

This document will provide a brief overview of how to file your Industrial Personal Property Return on our online portal.

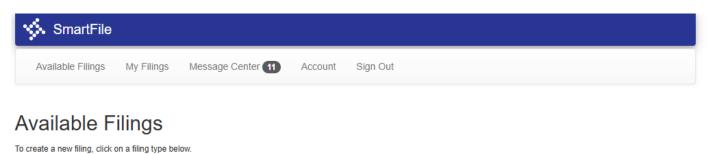
Before you can complete any filings, you must create an account on our smartfile system. Please go to https://smartfile.ias.wvtax.gov/ and follow the steps below:



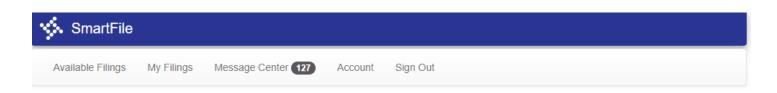
Please note: If you do not receive the registration email, please contact the WV property tax division via email at <u>Samantha.k.smith@wv.gov</u>.

Once you have completed the sign-up steps you can now begin submitting a filing.

- 1. Please go to https://smartfile.ias.wvtax.gov/ and log in with your account information.
- 2. You will be taken to the available filings page. Find your desired filing and click the name of the filing to begin.



2026 Personal Property Return - Industrial
THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1. If you have previously filed a paper personal property return you will use this link to file. Available Statewide



Industrial Personal Property Return

THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN SEPTEMBER 1. FILING LATE OR FAILURE TO FILE MAY RESULT IN A PENALTY OF \$25 TO \$100.

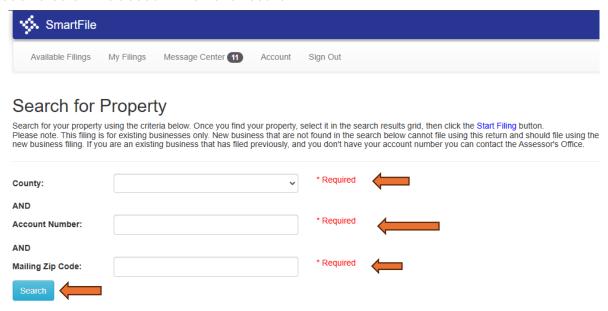
Return is to be filed by **all** non-utility businesses; incorporated, except Railroad, Telegraph and Express Companies, Telephone Companies, Pipe Line, Car Line Companies and other Public Utility Companies. The law provided that every incorporated or unincorporated Company, foreign or Domestic liable to taxation shall make a report of his property, in writing, to the Assessor whether called upon by the assessor or not. **West Virginia Code** Chapter 11, Article 3, Section 12, and Chapter 11, Article 3, Section 15 as amended. **PERSONAL PROPERTY NOT OWNED** – If you have possession charge or control of any personal property as executor, administrator, guardian, committee, trustee, receiver, bailee, agent, attorney or in any representative or fiduciary capacity, you must file a separate report with the assessor. Banks, Realtors, Property Managers, or others in charge of leasing or renting real estate are required to make a complete list of all furniture, fixtures and other personal property and an itemized list of the items.





Please note: Red asterisk (*) indicates this is a required field and cannot be left blank.

3. After clicking begin filing you will need to enter the account information to access the filing. You must select the county where the business is located, the account number and the mailing zip code listed on the account then click search.

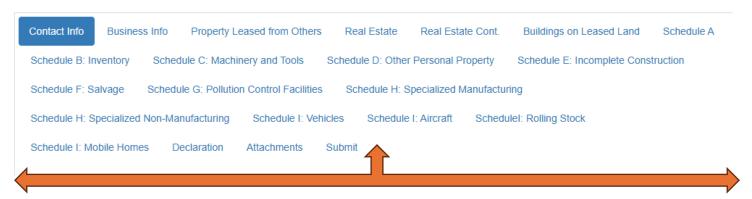


4. Once you have located your account on the search results list click start filing beside your account.

Search Results



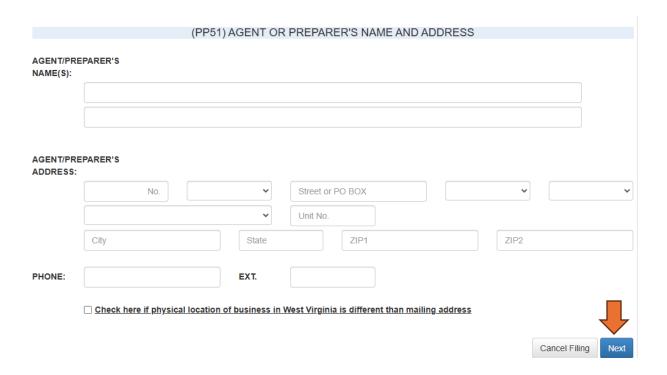
5. You will now have access to the Industrial Personal Property return. You will see each section of the return listed at the top of the screen.



6. If you have filed a return in prior years (paper or online) your information will populate on the filing. You can update any incorrect information.

BASIC BUSINESS INFORMATION Account #: Tax Year: 2025 Need Help? The following is a complete and accurate report of all property owned by the undersigned at this location on July 1, 2024. This business is in the County of KANAWHA; District of: 25 (PP11) BUSINESS NAME AND MAILING ADDRESS BUSINESS NAME: STORES INC DOING BUSINESS AS: DOING BUSINESS MAILING ADDRESS: POBX POBX DEPT

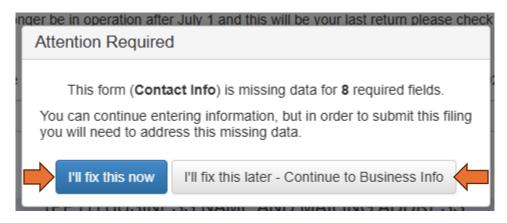
7. Once you have completed a section of the filing you will click next at the bottom of the screen.



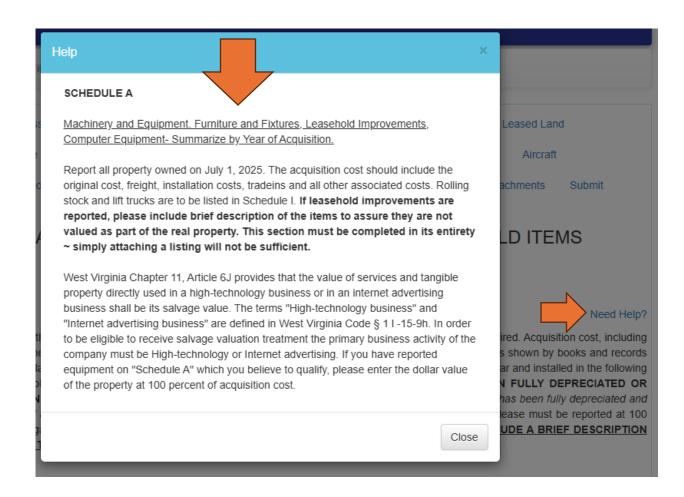
8. Your progress will automatically save after clicking next to advance to a new section.



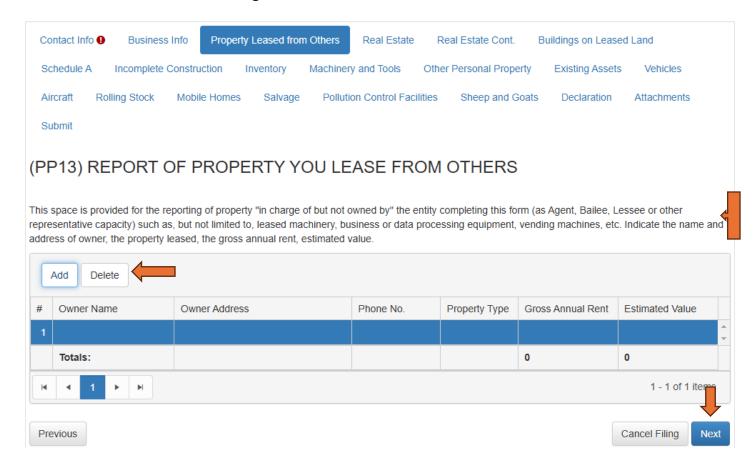
9. If you miss a required field, you will get an alert when you attempt to move onto a new section. You can choose to fix now while on that section or fix later. Please note these errors will have to be resolved before the filing can be submitted.



10. If you have any questions about a section, you can click help and will be provided detailed information on how to complete that section of the return.



11. Each section will have a brief description of what type of asset you need to report. You can add and remove assets as needed in each area. Once you have entered your information click next at the bottom. If you don't have any assets to report in a specific section, you will click next to skip to the next section of the filing.



12. On the Schedule A section of the return, you will see any existing asset totals that have been reported in previous years (ACQ. Cost Column). You can add any new asset totals in the additions column. If you need to make a decrease to an existing asset you will need to enter the amount it should be decreased by in the disposals column. Once all the values are entered you will click calculate values at the bottom of Schedule A section then your final values will appear in Adjusted ACQ Cost column.

SCHEDULE A: MACHINERY, EQUIPMENT, FURNITURE AND LEASEHOLD ITEMS (PP13 or PP17)

Need Help?

Enter all property owned with the acquisition cost by year installed. Begin with the current year and each previous year, as required. Acquisition cost, including the cost of machinery, equipment, furniture and fixtures intended for rent or lease, is defined as 100 percent of the cost new as shown by books and records and is to include freight, installation charges, trade-ins, federal tax allowances and credit. If equipment was purchased in one year and installed in the following year, the full cost is reportable in the year installed. PROPERTY OWNED AND STILL IN USE BUT WHICH HAS BEEN FULLY DEPRECIATED OR WRITTEN OFF BUT STILL IN POSSESSION BY THE TAXPAYER MUST BE REPORTED. Machinery and Equipment which has been fully depreciated and is no longer in use as part of a production process should be reported in "Schedule G." Property which intended for rent or lease must be reported at 100 percent of acquisition cost regardless of period of rent. IF LEASEHOLD IMPROVEMENTS ARE REPORTED, PLEASE INCLUDE A BRIEF DESCRIPTION OF THE ITEMS TO ASSURE THEY ARE NOT VALUED AS PART OF THE REAL PROPERTY.

MACHINERY & QUIPMENT							
ACQUIRED	ACQ. COST	ADDITIONS	DISPOSALS	ADJUSTED ACQ. COST			
2024	0			0			
2023	0			0			
2022	17822			17,822			
2021	42918545			42,918,545			
2020	13591077			13,591,077			
2019	0			0			
2018	0			0			
2017	0			0			
2016	0			0			
2015	0			0			
2014	0			0			
2013	0			0			
2012	0			0			
2011	0			0			
2010	0			0			
prior years	0			0			
MACHINERY & EQUIPMENT TOTALS:							
	56,527,444	0	0	56,527,444			
Calculate Values							

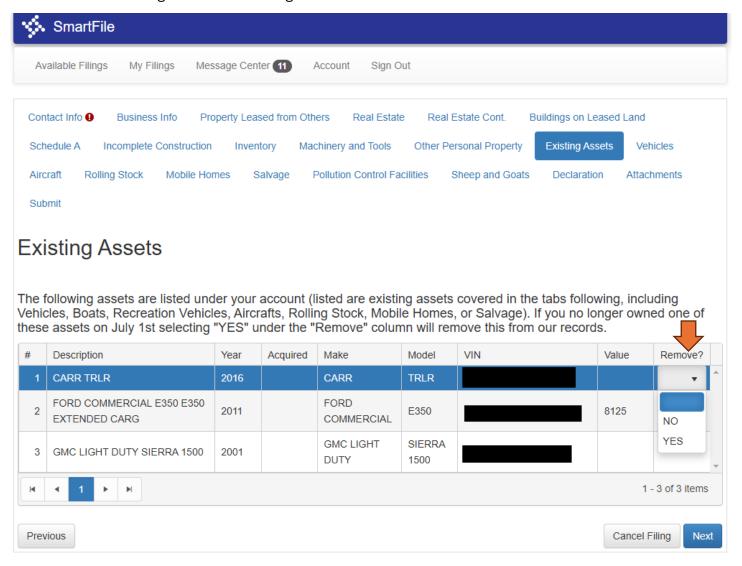
13. The last part of Schedule A is for the high technology business credit. Leave this blank if you are not claiming assets in this category. (Please do not add totals from the above section in this field)

West Virginia Code Chapter 11, Article 6J provides that the value of servers and tangible personal property directly used in a high-technology field or an internet advertising business shall be its salvage value. The terms "high-technology business" and "Internet advertising business" are defined in West Virginia Code §11-15-9h. In order to receive salvage valuation treatment, the high-technology business activity or Internet advertising business activity of the company must be the primary business activity and not a secondary or incidental activity of the company.						
	Acquisition Cost:	Owner's Value:				
	Previous		Cancel Filing Next			

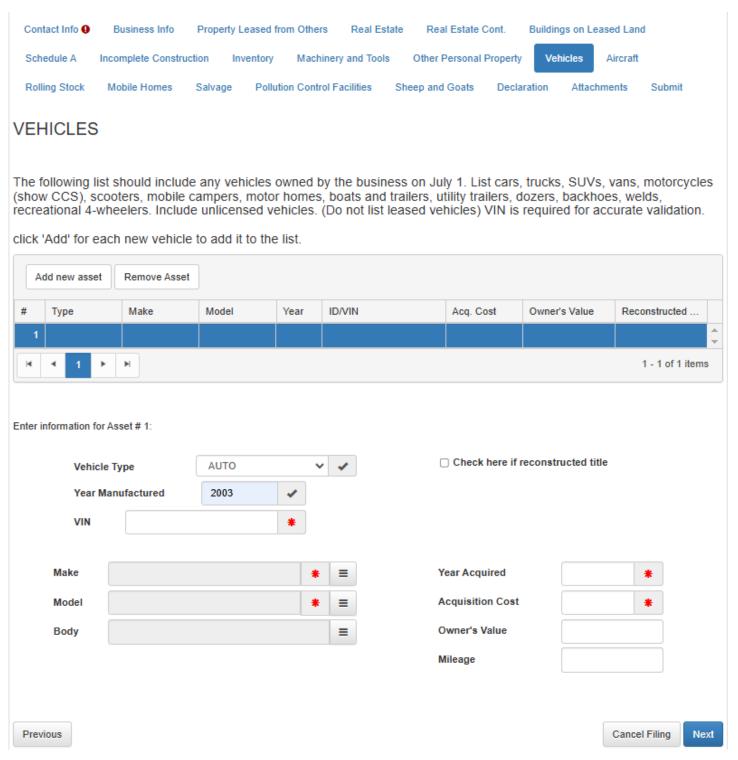
14. On the inventory section of the filing you will enter the acquisition cost for the categories that apply to your business. Once you have completed entering your values you will hit calculate totals at the bottom of the section. Please note that the section below the calculate button is only to be completed if you are requesting a freeport exemption and you will be required to upload documents verifying that you qualify for this exemption.

INVENTORY, CONSIGNED INVENTORY, PARTS, SUPPLIES (PP13 or PP17)							
		Need Help?					
Taxpayer is to report all consigned goods, all inventory and merchandise, warehouse or in storage. Dealers of new and used motor vehicles, motorcy complete and attach the Vehicle Dealers Inventory Worksheet in lieu of Sc attach the Rental Car Worksheet in lieu of Schedule B.	cles, RV's, trailers, motorbo	pats, mobile homes and manufactured homes are to					
COST OF INVENTORY AS OF JULY 1							
Address of Consignors or Further Description	Acquisition Cost	Owner's Value					
	0						
INVENTORIES CONSIGNED TO YOU							
Address of Consignors or Further Description	Acquisition Cost	Owner's Value					
	0						
PARTS HELD FOR OWNER'S USE							
Address of Consignors or Further Description	Acquisition Cost	Owner's Value					
	0						
SUPPLIES HELD FOR OWNER'S USE							
Address of Consignors or Further Description	Acquisition Cost	Owner's Value					
	0						
TOTALS							
	Acquisition Cost	Owner's Value					
Calculate Totals	0	0					
The Warehouse Freeport Tax Amendment of 1986 provided that, "Personal property which is moving in interstate commerce through or over the State of West Virginia, or which was consigned to a warehouse, public or private, within the State from outside the State for storage in transit to a final destination outside the State, whether specified when transportation begins or afterward, shall be exempt from ad valorem taxation. Provided, that property shall be deprived of such exemption if a new or a different product is created. Personal property of all inventories of natural resources shall not be exempt from ad valorem taxation unless required by paramount federal law. Such exemption shall not apply to inventories of natural resources held for the manufacturing and sale of energy. If you have reported assets on "Schedule B" which you believe are exempt under the Freeport Amendment, enter the dollar value of the asset at 100 percent of acquisition cost.							
Acquisition Cost:	Owner's Value:						
Previous		Cancel Filing Next					

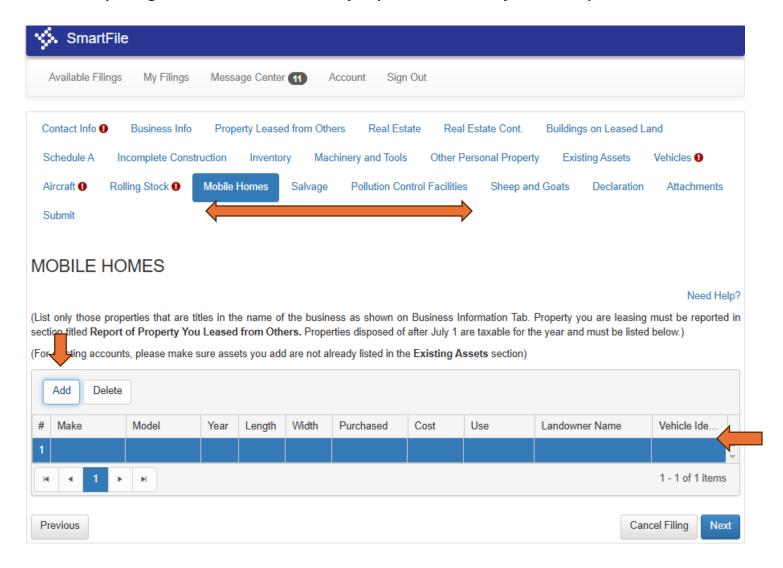
15. Please make sure to review the **Existing Assets** section of the filing. If you have previously filed a return (paper or online) you will see assets that were reported last year. You can remove any assets you no longer have in this section by selecting YES in the remove column. **(Please review this section closely so you do not create a duplicate asset on your return.)** If the assets on the list are still owned as of July 1st you can mark NO in the remove column and you do not need to enter these assets again in the following sections.



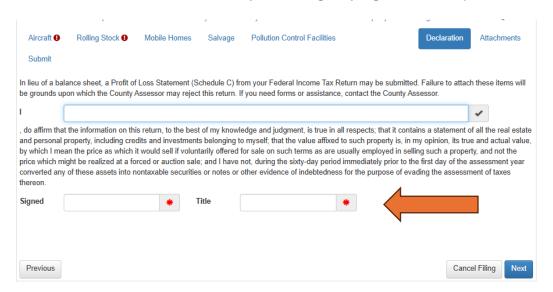
16. To add new assets to the Vehicle section of the return you will need to click add new asset and complete the fields. (Please note that more fields will be added once you select the vehicle type and enter the year manufactured.) If you enter something in error, you can select the row and click remove asset to delete any entries. The aircraft and rolling stock sections are completed in this same method. (Please make sure you have checked the existing asset section prior to completing these sections to avoid any duplicate assets on your return.)



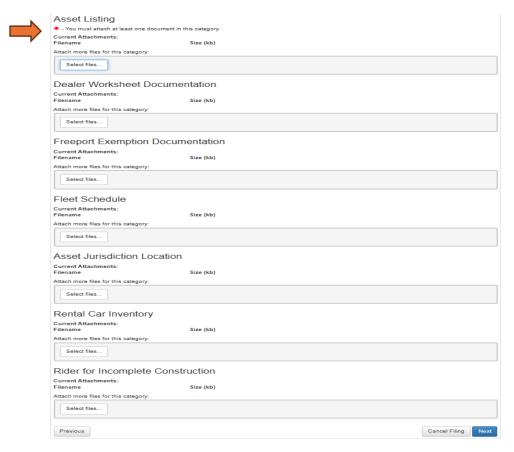
17. For the mobile homes, salvage and pollution control sections. You will click the add button to add any new assets for this section. Once clicked a line will appear for you to enter the asset information. (Please make sure you have checked the existing asset section prior to completing these sections to avoid any duplicate assets on your return.)



18. In the Declaration section of the return, you will digitally sign the return prior to submitting.



19. You must upload an asset listing for all filings. Depending on the information submitted on the filing, other documents may be required and will be indicated with a red asterisk (*).



20. Once you have completed necessary sections of the filing, digitally signed the declaration section and uploaded necessary attachments you are ready to submit your filing. You will click the submit button to submit the filing. Once submitted you will receive an email that your filing was received. A filing may be returned to the taxpayer if the necessary documents are missing or if the filing is not completed correctly. You can also print a copy of the filing for your records by clicking the print return button.

