

Important Dates

January

Tangible Personal Property Schedules "Schedule B" are mailed.

February 28th

Last day to pay property taxes without interest.

March 1st

Tangible Personal Property Schedules "Schedule B" are due.

May 20th

Assessment Change Notices are mailed.

June (month)

County Board of Equalization meetings.
(meetings begin June 1, as needed)

September 1st

Last day to file an amended schedule for the timely filed schedules from the previous year.

First Monday in October

Property taxes for current year are due and payable.

Important Contacts

**County Clerks Office/
Business License Department:
(Suite 135)
(615) 790-5732**

**Tennessee Dept of Revenue
(615) 253-0600 (to close the business license)**

**Property Assessor's Office:
(Suite 300)**
(Use the first letter of your business name to select your contact)

#,A,B,C,M,N,O	615-595-1299
D,E,F,G,H,I,J,K,L	615-790-5728
P,Q,R,S,T,U,V,W,X,Y,Z	615-790-5615
Leases/Vendors/Audits	615-790-5726
Legal	615-790-5724

**Trustee's Office:
(Suite 203)
615-790-5709**

City Offices:

Brentwood	615-371-0060
Fairview	615-799-2484
Franklin	615-794-4572
Spring Hill	615-599-2614

Operating a Business in Williamson County



Williamson County Property Assessor

1320 West Main Street, Ste 300
Franklin, Tennessee 37064
www.williamsoncounty-tn.gov

Important things to know regarding your business

A guide to staying compliant

County Clerks Office

Business Tax Department

The County Clerk's Office is responsible for the facilitation of county business licenses. They handle the initial application and subsequent renewals.

To open a new business license you must take a completed *business tax license application letter* and *photo I.D.'s of each business owner* to the business tax office located in the County Clerks office.

* You must renew your license annually.

*A city business license is also required for certain municipalities.

*Your business license should be closed if your business has closed.

Tangible Personal Property

Property Assessors Office

Tangible Personal Property is defined as assets used or held for use by a business or profession, including but not limited to: *equipment, furniture, fixtures, machinery, all raw materials, supplies, but excluding all finished goods of the manufacturer and inventories of merchandise held for sale or exchange.*

Tennessee law requires all businesses to report personal property. Failure to report will result in a forced assessment and is subject to penalty, as provided by TCA 67-5-903C.

New Business

Notify the Assessor's office of any new business located in Williamson County.

Physical/Mailing Address Changes:

Please notify the Assessor's Office in writing concerning business physical/ mailing address changes. Change of Address form is located at www.williamsoncounty-tn.gov/66/forms. Please specify whether it is a mailing/physical address change, or both.

Business Sale or Closure

IMPORTANT: If you sell or close your business, state law requires you to notify the Property Assessor's office and pay your personal property taxes to the Trustee within 15 days after sale or closure. Please notify the Assessor in writing of the sale date and the name of purchaser as promptly as possible.

How to Close Your Business

1. Pay any outstanding taxes due to the Trustee (and city collector, if applicable).
2. Notify the *State of Tennessee Department of Revenue, County Clerk, and city jurisdictions* (numbers located on the back of this brochure).
3. Notify the *Property Assessor's Office* in writing, of the date the business closed or is closing. Business closure forms can be found at: www.williamsoncounty-tn.gov/66/forms

Please be advised that personal property does not prorate.

Frequently asked questions:

“What if I owned assets prior to opening my business?”

Any items, whether owned or held in use by your business must be reported.

“Should I list my vehicle?”

If your vehicle/ travel is necessary for your business to operate- YES.

“My account was forced, can I fix this?”

YES, within a certain time frame. Please contact the Assessor's Office for the proper procedure on rectifying your account.

“What if I only close my business with the State and not the Assessor's office?”

If you do not close your business with both offices, it will result in delinquent taxes with possible added court costs.

“What if my taxes are delinquent and have been turned over to the court system?”

Contact Judy 615-790-5724

Trustee's Office:

The Trustee's office is responsible for handling all the billing procedures for Williamson County. For questions regarding your tax bill, contact the Trustee's Office. (615-790-5709)

The Trustee's Office is not responsible for any value changes related to your Personal Property account. Contact the Property Assessor's Office/Personal Property Dept. concerning these matters.