

# PT-100 INSTRUCTIONS (Rev. 8/23/23)

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File your PT-100 online for free at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov). If you don't have a MyDORWAY account, get started at [dor.sc.gov/MyDORWAY-signup](https://dor.sc.gov/MyDORWAY-signup).

## Business Personal Property (BPP) Filing Requirements

Businesses are required to file by **the last day of the fourth month** after the close of the accounting period regularly used by the taxpayer for Income Tax purposes. Returns filed after the due date are assessed a 10% late filing penalty.

Any business which opens **after** the end of the regular accounting period must file an initial return as of December 31 with the return due April 30. After the initial return, businesses are required to file by **the last day of the fourth month** after the close of the accounting period regularly used by the taxpayer for Income Tax purposes.

## Account Information

**Tax Year** - This is the year after the accounting closing period. If the accounting closing period is 12/31/XXX1, the Tax Year is reported as XXX2.

**Accounting closing period** - This is the business's accounting year end. For changes to the accounting closing period, see **Return type** instructions below.

**File number** - The SCDOR has assigned a consolidated BPP file number to all BPP taxpayers. When filing by paper, you must complete the file number section at the top of the form with the BPP file number supplied to you by the SCDOR.

**Mailing address** - To change your mailing address, enter the new address and check **Yes** in the **Is this a new address?** section.

**Type of ownership** - If you are filing as an LLC or LLP, check the appropriate box and provide the incorporation date and the state of incorporation.

## Account status

- **Initial:** Your first return
- **Existing:** Subsequent returns after your initial return
- **Final:** If the business is closed, check this box and provide the business close date. If you have more than one location and all of the locations did not close, **do not** check the final box or provide a close date.

## Return type

- **Annual:** Your normal annual return
- **Amended:** If an annual return has previously been filed for a tax year and the initial annual return requires changes, re-file the return and check the amended box.
- **Return due to changes in accounting closing period:** Two returns are required. You're required to file a return at the end of both the prior accounting closing period and also the new accounting closing period. Check this box when filing the new period return.

## Location Reporting

**Reference ID** - Provide the reference ID for each location as assigned by the SCDOR. If this is a new location, enter **NEW** in this box and the SCDOR will assign a reference ID to you. New location reference IDs will be sent to the mailing address on file and should be used for future filings.

**Location physical street address** - All location addresses should be reported only once as a physical street address. A PO box cannot be used as the location address.

**Location start date** - Provide the date this location opened.

**Location end date** - When closing a location, you must report a zero value in lines 1, 2, and 3 of the location. To close a location, provide the close date in this box. Indicate in the box below whether this location closed, moved, or sold. Enter the new address if the location has moved or the buyer name and address if the location was sold.

## Return Lines

Zeros have been pre-printed in the cents portion of the form. Values reported for each location **MUST** be rounded to the nearest whole dollar.

**Line 1:** Enter all costs associated with the acquisition of furniture, fixtures, and equipment that are used in the business, **EXCLUDING** licensed vehicles.

**Line 2:** Enter the adjusted depreciation. The depreciation allowed is the depreciation used for Income Tax purposes; however the depreciation **may not exceed 90%** of the total acquisition cost for **EACH** item.

**Line 3:** Subtract the adjusted depreciation from the total acquisition cost and enter here.

Each location is assessed at 10.5% of the net depreciated value. The SCDOR sends these assessments to the local county for billing. The local county will also collect payment.

**Signature** - If someone other than the taxpayer prepares the return, the return must also be signed by the accountant or return preparer.

**There are no extensions allowed for filing Business Personal Property returns.**

**Failure to File or List Property** - A person who willfully attempts to evade or defeat any tax or property assessment, in addition to other penalties provided by law, is guilty of a felony and, upon conviction, will be fined up to \$10,000 or imprisoned up to five years, or both, along with the cost of prosecution. The assessment may be estimated from the best available information. For more information, see SC Code Section 12-54-44.

**Revocation of License for Failure to Comply** - Failure to comply with the law may result in revocation of licenses within 10 days after notification. For more information, see SC Code Section 12-54-90.

Read the full code sections at [dor.sc.gov/policy](http://dor.sc.gov/policy).

### Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.

### The Family Privacy Protection Act

Under the Family Privacy Protection Act, the collection of personal information from citizens by the SCDOR is limited to the information necessary for the SCDOR to fulfill its statutory duties. In most instances, once this information is collected by the SCDOR, it is protected by law from public disclosure. In those situations where public disclosure is not prohibited, the Family Privacy Protection Act prevents such information from being used by third parties for commercial solicitation purposes.