

# *Save Time and File your 2018 Schedule Online!*

**www.assessor.shelby.tn.us**

The online filing of the Personal Property Schedule is the fastest and easiest way to complete and submit your Schedule whether you are a ***Business Owner, an Authorized Agent or Paid Preparer***. It was designed to serve as an interactive guide through the Schedule filing process in a safe and secure environment.

**Just visit our website at *www.assessor.shelby.tn.us***  
and click on ***“Online filing of Personal Property Schedule”***  
to begin your filing session.

To make your online filing as smooth as possible, please take a few minutes to gather your information before you begin. If you are an Authorized Agent or Paid Preparer filing the Schedule on behalf of a Business Owner, you will be asked to provide your name, title and contact phone number at the end of the filing session.

## **Before You Begin to File your 2018 Schedule Online**

Use the following checklist to ensure that you have all the information you need to file your schedule. Not every category will apply to your business, so just select the ones that do as you gather the information you will need to file online.

- **Your business PIN number** that is found on the 2018 Schedule mailed to you. (*If you have misplaced your original Schedule, you must contact the Assessor’s Answer Center by calling 901-222-7002 to obtain a new PIN.*)
- **General data** regarding your business such as:
  - Date Business Began
  - Business Phone Numbers
  - Contact Person’s Name
  - Type of Business Activity at the Location
- **For first time filers** – A complete listing of all assets used in your business operation categorized by group types (*as shown on the schedule*) and year of purchase. (*For more information, please see question 12 on the “Frequently Asked Questions in Completing Your 2018 Personal Property Schedule” found under the Personal Property link on the Assessor’s web site at [www.assessor.shelby.tn.us](http://www.assessor.shelby.tn.us)*)
- **For previous filers** – New purchases for 2017 and a listing of additions and/or deletions of business equipment from prior years.
- **Information regarding leased equipment** used by the business.
- **Identify any documents or attachments** (*files or scanned documents*) you wish to submit with your Schedule.

By gathering and organizing your information ahead of time, it will be easy to follow the Schedule’s online prompts. Instructions are provided throughout the online Schedule should you have a question about completing the form.

If you have any questions regarding the online filing of your 2018 Schedule, please contact the Assessor’s Answer Center through the website’s *Contact Us* and click on *e-mail*, or by calling 901-222-7002. A service representative will be happy to assist you.

**Online filing is fast, easy and secure!**