

**Williamson County, Tennessee  
Brad Coleman, Property Assessor  
1320 West Main Street ~ Suite 300  
Franklin, Tennessee 37064**

**PLEASE DO NOT DISREGARD. FAILURE TO  
FILE THIS SCHEDULE WILL RESULT IN A  
FORCED ASSESSMENT TO YOUR BUSINESS  
AS PROVIDED BY TCA 67-5-903C.**

**PLEASE ATTACH AND SIGN THIS LETTER TO THE SCHEDULE B  
AND RETURN BOTH TO OUR OFFICE**

December 31, 2019

**Dear Williamson County Business Owner,**

The enclosed form is your 2020 Schedule B. You are required to complete the enclosed schedule and return to our office, on or before **MARCH 1**. Failure to report will result in receiving a forced assessment. Please read this carefully and do not disregard it

**Step 1:**

Check all prefilled data on the front of your Schedule B form. If anything is incorrect, please correct it on the form. Please verify the leased equipment, if any, on the back of the Schedule B, in Part III, by signing the Schedule B, you verify the leases are accurate.

**Step 2:**

According to our records, you are either a New Business or an Existing Business that is required to produce a complete asset listing for tax year 2020.

- A. **New Business** – Please complete an asset list providing a detailed description of all equipment used for your business, including purchase price, and purchase year on the back of this letter, under “**BUSINESS ITEM LISTING**”. If you need additional space, please use a separate sheet of paper.
- B. **Existing Business** - not in compliance with State of Tennessee guidelines 67-5-903 because,
  - 1. We did not receive a completed schedule for the previous year resulting in a “Forced Assessment” and/or
  - 2. You have been random selected by the State of Tennessee to supply a new asset listing.

If your business closed, check the box on the back of the Schedule B and provide a date your business closed or visit our website for the Business Closure Form,

[www.williamsoncounty-tn.gov/66/forms](http://www.williamsoncounty-tn.gov/66/forms)

**Contact Information – Use the first letter of your business to select your appraiser:**

**Email form to your contact person:**

All numbers & A, B, C, M, N, O	Crystal Bowman	(615) 595-1299	<a href="mailto:crystal.bowman@williamsoncounty-tn.gov">crystal.bowman@williamsoncounty-tn.gov</a>
D, E, F, G, H, I, J, K, L	Lupe Harville	(615) 790-5728	<a href="mailto:lupe.harville@williamsoncounty-tn.gov">lupe.harville@williamsoncounty-tn.gov</a>
P, Q, R, S, T, U, V, W, X, Y, Z	Brandi Canada	(615) 790-5615	<a href="mailto:brandi.canada@williamsoncounty-tn.gov">brandi.canada@williamsoncounty-tn.gov</a>
Leases/Vendors	Linda Mangrum	(615) 790-5726	<a href="mailto:linda.mangrum@williamsoncounty-tn.gov">linda.mangrum@williamsoncounty-tn.gov</a>

**PLEASE SEE REVERSE SIDE**

