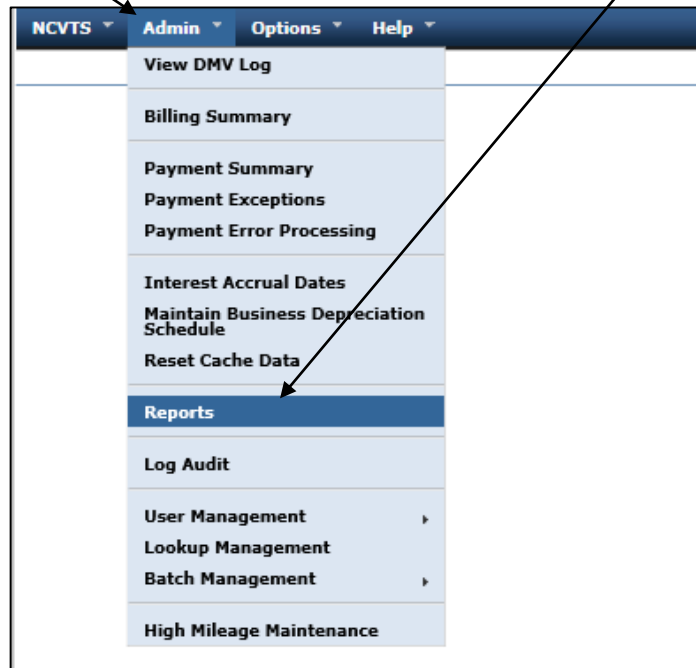


# Instructions to run NCVTS Exempt Report

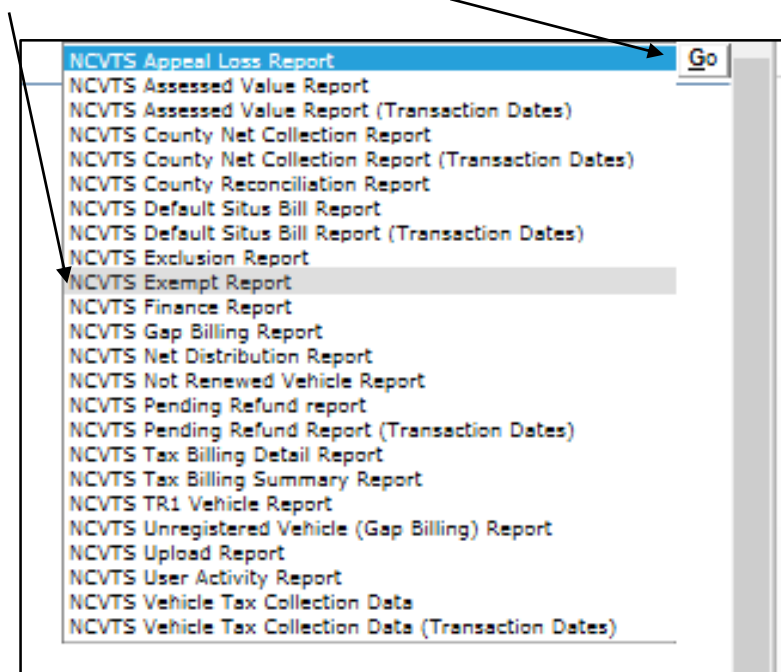
To obtain the 2019-20 fiscal year exempt registered motor vehicles values for the 2020 AV-50 Annual Report of Tax Relief Granted by Exemption or Exclusion

## Instructions to Run the NCVTS “Exempt Report” (Select and Run the Report)

Click on the to “Admin” pull-down menu, and choose “Reports”

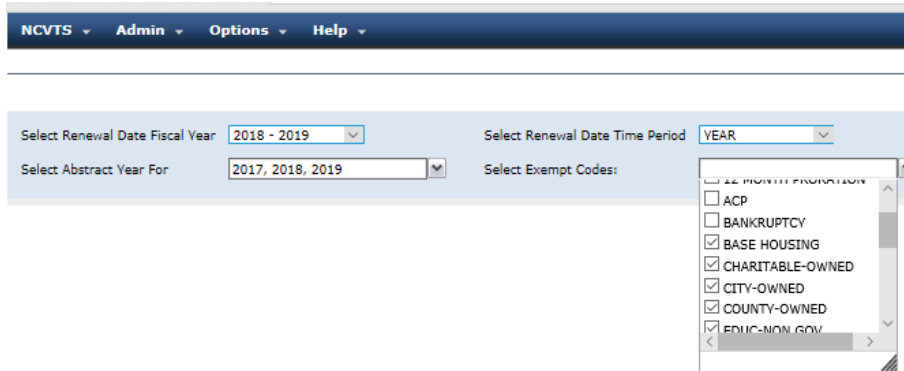


In the right hand corner of the screen, click on the pull-down list, select “NCVTS Exempt Report” and click “Go”.



# Instructions to Run the NCVTS “Exempt Report” (Select Report Parameters)

After you’ve hit “Go”, the screen with the report parameters will display.



For the 2019-20 AV-50 report due November 1, 2020, the following periods should be chosen:

Select Renewal Date Fiscal Year: “2019 – 2020”\*

Select Abstract Year For: “2018, 2019, 2020” (click each)

Select Renewal Date Time Period: “Year” or run a separate report for each quarter “Q1”, “Q2”, “Q3” and “Q4” and total them (if NCVTS times-out when you run it for the entire year).

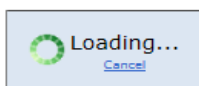
Alternatively, reports can be run for single years (“2018, 2019, 2020”).

## The Following Exemption Codes Should Be Checked:

- (Select All)
- None
- 12 MONTH PRORATION
- ACP
- BANKRUPTCY
- BASE HOUSING
- CHARITABLE-OWNED
- CITY-OWNED
- COUNTY-OWNED
- EDUC-NON GOV
- EDUC-RELIG
- EDUCATION-GOVERNMENT
- FEDERAL-OWNED
- FIRE-RESCUE
- HOSPITAL-OWNED
- MILITARY
- NATIVE AMERICAN
- POLLUTION ABATEMENT
- PROPERTY EXEMPT
- PUBLIC SERVICE
- RELIGIOUS-OWNED
- STATE-OWNED
- UNIFORM DAILY RENTAL

\*The 2018-2019 fiscal year NCVTS data is used because the 2019-2020 fiscal year RMV assessments have yet to be processed.

\*\*The report has timed-out if the “Loading” notification disappears and no report is displayed, usually after several minutes. Sometimes it helps to go back to the “Select the Report” step.

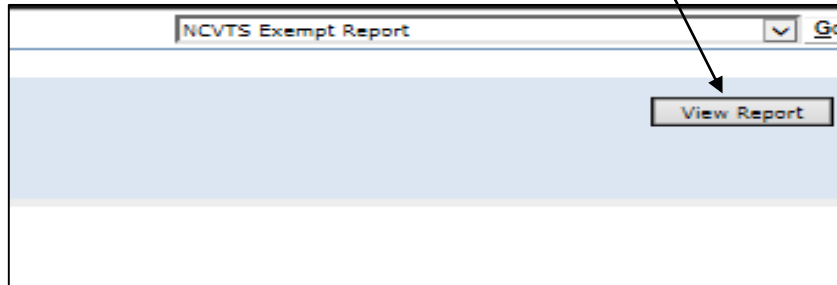


“Property Exempt” should only be reported to the extent to which it reflects the exemption codes “checked” above. If the county has used this category for miscellaneous items that do not match the checked parameters, the county may have to run a separate report for “Property Exempt” only, and filter on the applicable exemption codes. This is left to the county’s discretion.

Hint: Some users have indicated that the report is less likely to time-out if run outside normal business hours, after 5:00 PM.

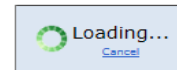
# Instructions to Run the NCVTS “Exempt Report”

Once the parameters are chosen, click the “View Report” button to the right.



The display should show that the report is loading:

(Call 919-814-1290 if you have any technical questions regarding NCVTS reports).

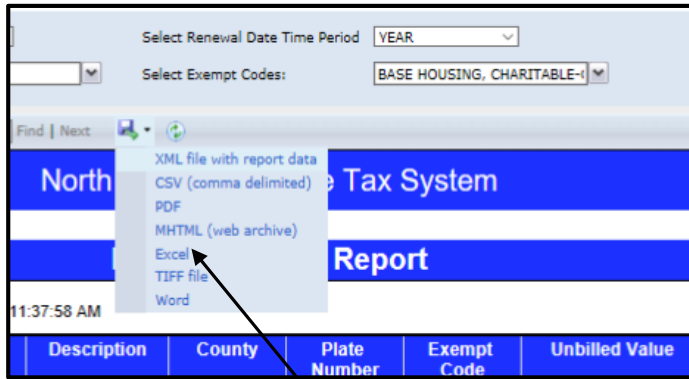


Once the report has run, the results will be displayed as follows:

North Carolina Vehicle Tax System						
NCVTS Exempt Report						
Report Date 9/30/2019 11:37:58 AM						
Abstract #	Owner Name	Description	County	Plate Number	Exempt Code	Unbilled Value
0019168467-2017-2017-0000	UNITED PARCEL SERVICE, INC	2007 FRHT CHASSIS TK	Dare	ZC5911	PROPERTY EXEMPT	\$7,100.00
0019162234-2017-2017-0000	MT OLIVET UNITED METHODIST CHURCH	2009 STAR BU	Dare	0BX36109	RELIGIOUS-OWNED	\$17,001.00
0030824205-2017-2017-0000	FEDERAL EXPRESS CORPORATION	2015 MERZ SPRINTER VN	Dare	ZH1785	PROPERTY EXEMPT	\$26,540.00
0032651679-2017-2017-0000	DOMINION VIRGINIA POWER	2003 CHER TL	Dare	BH58815	PROPERTY EXEMPT	\$1,000.00
0019168688-2017-2017-0000	ELIZABETHAN GARDENS INC	2002 LOAD TL	Dare	CH39297	PROPERTY EXEMPT	\$2,580.00
0019162233-2017-2017-0000	KITTY HAWK UNITED METHODIST CHURCH	2003 FORD CUTAWAY VAN BU	Dare	0BX35927	RELIGIOUS-OWNED	\$5,520.00
0031465090-2017-2017-0000	OUTER BANKS HOSPITAL INC	2007 FORD ECONOLINE VAN VN	Dare	EK7482	HOSPITAL-OWNED	\$4,870.00
0008877113-2017-2017-0000	UNITED PARCEL SERVICE INC	2011 WORK TK	Dare	ZE5272	PROPERTY EXEMPT	\$11,930.00
0026492377-2017-2017-0000	OUTER BANKS HOSPITAL INC	2006 FORD TAURUS SE 4S	Dare	CJZ4203	HOSPITAL-OWNED	\$2,560.00

# Instructions to Run the NCVTS “Exempt Report”

The export button is in the top ribbon, below the report parameters.

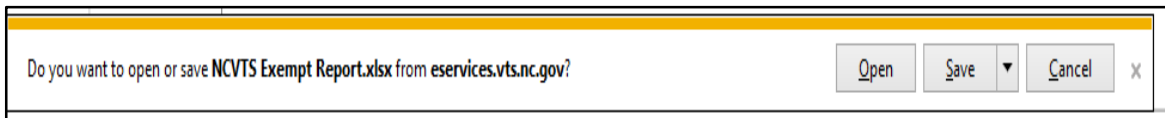


To export the data into excel, Click on the export icon below, to display the report format, and click on the format you desire, “Excel” in this example.

Abstract #	Owner Name	Description	County	Plate Number	Exempt Code	Unbilled Value
0019168467-2017-2017-0000	UNITED PARCEL SERVICE, INC	2007 FRHT CHASSIS TK	Dare	ZC5911	PROPERTY EXEMPT	\$7,100.00
0019162234-2017-2017-0000	MT OLIVET UNITED METHODIST CHURCH	2009 STAR BU	Dare	0BX36109	RELIGIOUS-OWNED	\$17,001.00
0030824205-2017-2017-0000	FEDERAL EXPRESS CORPORATION	2015 MERZ SPRINTER VN	Dare	ZH1785	PROPERTY EXEMPT	\$26,540.00
0032651679-2017-2017-0000	DOMINION VIRGINIA POWER	2003 CHER TL	Dare	BH58815	PROPERTY EXEMPT	\$1,000.00
0019168688-2017-2017-0000	ELIZABETHAN GARDENS INC	2002 LOAD TL	Dare	CH39297	PROPERTY EXEMPT	\$2,580.00
0019162233-2017-2017-0000	KITTY HAWK UNITED METHODIST CHURCH	2003 FORD CUTAWAY VAN BU	Dare	0BX35927	RELIGIOUS-OWNED	\$5,520.00
0031465090-2017-2017-0000	OUTER BANKS HOSPITAL INC	2007 FORD ECONOLINE VAN	Dare	EK7482	HOSPITAL-OWNED	\$4,870.00
0008877113-2017-2017-0000	UNITED PARCEL SERVICE INC	2011 WORK TK	Dare	ZE5272	PROPERTY EXEMPT	\$11,930.00
0026492377-2017-2017-0000	OUTER BANKS HOSPITAL INC	2006 FORD TAURUS SE 4S	Dare	CJZ4203	HOSPITAL-OWNED	\$2,560.00

# Instructions to Run the NCVTS “Exempt Report”

Once the data has exported, you will receive the following notification to open or save the data:



You can save the output to your computer or open it. The resulting excel file will look just like the file displayed above.

North Carolina Vehicle Tax System						
NCVTS Exempt Report						
Report Date 9/30/2019 11:37:58 AM						
Abstract #	Owner Name	Description	County	Plate Number	Exempt Code	Unbilled Value
0019168467-2017-2017-0000	UNITED PARCEL SERVICE, INC	2007 FRHT CHASSIS TK	Dare	ZC5911	PROPERTY EXEMPT	\$7,100.00
0019162234-2017-2017-0000	MT OLIVET UNITED METHODIST CHURCH	2009 STAR BU	Dare	08X36109	RELIGIOUS-OWNED	\$17,001.00
0030824205-2017-2017-0000	FEDERAL EXPRESS CORPORATION	2015 MERZ SPRINTER VN	Dare	ZH1785	PROPERTY EXEMPT	\$26,540.00
0032651679-2017-2017-0000	DOMINION VIRGINIA POWER	2003 CHER TL	Dare	BH58815	PROPERTY EXEMPT	\$1,000.00
0019168688-2017-2017-0000	ELIZABETHAN GARDENS INC	2002 LOAD TL	Dare	CH39297	PROPERTY EXEMPT	\$2,580.00
0019162233-2017-2017-0000	KITTY HAWK UNITED METHODIST CHURCH	2003 FORD CUTAWAY VAN BU	Dare	08X35927	RELIGIOUS-OWNED	\$5,520.00
0031465090-2017-2017-0000	OUTER BANKS HOSPITAL INC	2007 FORD ECONOLINE VAN	Dare	EK7482	HOSPITAL-OWNED	\$4,870.00
0008877113-2017-2017-0000	UNITED PARCEL SERVICE INC	2011 WORK TK	Dare	ZE5272	PROPERTY EXEMPT	\$11,930.00
0026492377-2017-2017-0000	OUTER BANKS HOSPITAL INC	2006 FORD TAURUS SE 4S	Dare	CJZ4203	HOSPITAL-OWNED	\$2,560.00
Total						\$1,567,663.00
Report Parameters						

The amount to be included on the AV50 form, line 17.5 “Excluded & Exempt Registered Motor Vehicles (NCVTS)” is the total after the last row of data, or the combined totals if you had to run multiple reports.



# Instructions to Run the NCVTS “Exempt Report”

The total exempt value should be populated for the county only (not the municipalities) in the personal column as follows:

AV-50

Annual Report of Tax Relief Granted by Exemption or Exclusion							
[As Required by N.C.G.S. 105-282.1(d)]							
Due to NCDOR by November 1 of Each Year							
Click Here--Select Fiscal Year!	LOCATED IN A MUNICIPALITY			LOCATED IN THE COUNTY ONLY			LINE TOTALS
	(Complete Form AV-50A For Each City or Town)			(Located in the County but NOT in a Municipality)			
See instructions for explanations of categories.	REAL	PERSONAL	SUBTOTAL	REAL	PERSONAL	SUBTOTAL	
<b>Exclusion / Exemption (Values)</b>							
13.0 Elderly and Disabled	-	-	-			-	-
13.1 Disabled Veteran Exclusion	-	-	-			-	-
14.0 Pollution Abatement and Recycling	-	-	-			-	-
14.1 Builder's Deferral (Deferred Amt for Current Year Only)	-	-	-			-	-
15.0 American Legion, DAV, Lodges, etc.	-	-	-			-	-
16.0 Medical Care Commission Bonds	-	-	-			-	-
17.0 Solar Energy Electrical System (Report only the \$9% that is exclude 4.)	-	-	-			-	-
17.5 Excluded & Exempt Registered Motor Vehicles (NCVTS)	County Value Only →				2,368,646	2,368,646	2,368,646
18.0 All Other Exclusions	-	-	-			-	-
	<b>Municipal Value Total</b>				<b>County Value Total</b>	2,368,646	<b>2,368,646</b>
							<b>Grand Total</b>
<b>Line</b>	<b>Deferral (Taxes)</b>						
19.0 Circuit Breaker (Levy Amount)	-	-	-			-	0