



Darlene M. Rowsey
Commissioner of the Revenue

Prince George County, Virginia
Return of Business Tangible Personal Property

Office of the Commissioner of the Revenue
PO Box 155 Prince George, VA 23875-0155
Tel.: (804) 722-8740 Fax: (804) 863-0529
Email: commrev@princegeorgecountyva.gov

2018

IMPORTANT: FILE ON OR BEFORE FEBRUARY 5, 2018

All furniture, fixtures and equipment located in Prince George County on January 1, 2018 *even though fully depreciated*, is to be included at original cost. If you do not own any personal property listed on this form, please fill in all other information requested and **return to this office on or before February 5, 2018.**

NAME: _____

PROPERTY ID: _____

Business Phone Number: _____

Email: _____

Date Business Began: _____

Date Business Closed/Moved: _____

Business Address (If Different from Above): _____

Tangible Personal Property Owned and Used as of January 1, 2018

1. Business Furniture, Fixtures, Equipment and Tools:

Report below the cost of all furniture, fixtures, equipment, including backhoes, cranes, generators, etc. hand and/or power tools, copiers and other office machines, computer equipment, including mainframe and personal computers, monitors, CPUs, business telephones, signs, and any other tangible personal property.

Year Acquired	Original Cost	Percentage	Assessed Value
2013 or Before		20%	
2014		30%	
2015		40%	
2016		50%	
2017		60%	
TOTALS			

***Note:** If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year, and date of change) supporting these differences.

2. Tangible Personal Property Leased, Rented, or Borrowed from others as of January 1, 2018:

Name of Owner	Address of Owner	Property Description	Start/End Date	Original Cost

You **must** include both of the following with your return:

1. An **itemized list** of all personal property reported
2. A copy of the **depreciation schedule** (FORM 4562) AND all applicable schedules and attachments from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please check here: ___

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§ 58.1-11, Code of Virginia)

Please Print Name

Signature of Taxpayer

Date

Office Use Only:	Mail: _____	Audit Needed: _____	BFF Assessed Value: _____	File Date: _____
	Counter: _____	Vehicles Only: _____	M&T Assessed Value: _____	Staff Initials: _____

Machinery and Tools Owned and Used as of January 1, 2018

All machinery and tools located in Prince George County on January 1, 2018, *even though fully depreciated*, is to be included at original cost. If you do not own any machinery and tools listed on this form, please fill in all other information requested and **return to this office on or before February 5, 2018**.

1. Machinery and Tools:

Report all machinery and tools, unlicensed motor vehicles, and delivery equipment used in manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry businesses on this return for local taxation.

Year Acquired	Original Cost	Percentage	Assessed Value
2013 or Before		20%	
2014		30%	
2015		40%	
2016		50%	
2017		60%	
TOTALS			

***Note:** If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year, and date of change) supporting these differences.

2. Machinery and Tools Leased, Rented, or Borrowed from others as of January 1, 2018:

Name of Owner	Address of Owner	Property Description	Start/End Date	Original Cost

3. "Idle and Unused" Machinery and Tools

Machinery and tools may be reported as "Idle and Unused" only if they have been continually idle and unused for a period of at least one year prior to January 1, 2018. In order for the "Idle and Unused" to be exempt, a written request must have been received by April 1, 2017. *Construction-in-progress, occasional, and seasonal use of machinery would not constitute "idle and unused" property.*

Original Purchase Date	Actual Cost	Property Description	Date Asset Withdrawn from Service	Location of Asset

You **must** include both of the following with your return:

1. An **itemized list** of all personal property reported
2. A copy of the **depreciation schedule** (FORM 4562) AND all applicable schedules and attachments from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please check here: ___

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§ 58.1-11, Code of Virginia)

Please Print Name

Signature of Taxpayer

Date

Office Use Only: _____
Total M&T Assessed Value

Office Use Only: Comments: _____

