



RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY or MACHINERY AND TOOLS

Commissioner of the Revenue
City of Charlottesville
605 E Main Street, Room A-130
Charlottesville, VA 22902
Phone: (434) 970-3170
www.charlottesville.org/COR

AMENDED RETURN

TAX YEAR

RETURN DUE

BUSINESS INFORMATION

ASSUMED / FICTITIOUS NAME	ACCOUNT #
PHYSICAL LOCATION OF ASSETS	START DATE
PHONE NUMBER	EIN / SSN

No tangible personal property in the City of Charlottesville as of January 1st of the current year. Please explain how business operates without assets: _____

CESSATION OF BUSINESS

Date Business Ceased Operations in the City: _____ Reason: Moved out Dissolved Inactive Sold To _____

Current Mailing Address: _____ Phone #: _____ E-mail: _____

NOTE: If the business moves out of the City of Charlottesville or ceases operation after January 1, the business is liable for the business personal property tax bill.

TANGIBLE PERSONAL PROPERTY MACHINERY AND TOOLS

REQUIRED: Attach itemized listing of all tangible personal property located in the City on January 1st showing the date of acquisition, description, date of disposal, and original cost on the book basis. All personal property must be substantiated through the following documentation: Assets or Equipment Journal, Federal Form 4562, or Federal Schedule L of Form 1120.

NOTE: Machinery & Tools is defined as machinery and tools used in a manufacturing, mining, processing, well drilling, radio or television broadcasting, dairy, dry cleaning or laundry business per VA Code §58.1-3507. Businesses subject to the machinery and tools tax are not subject to tangible personal property tax on office equipment, furniture or fixtures.

A YEAR PURCHASED	B COST OF PROPERTY REPORTED LAST YEAR	C COST OF ACQUISITIONS and/or TRANSFERS IN	D COST OF DISPOSALS and/or TRANSFERS OUT	E TOTAL COST (= B + C - D)	F ASSESSMENT RATE	G ASSESSED VALUE (= E * F)
	<i>Do not alter this column</i>		//////////		25.0%	
					22.5%	
					20.0%	
					17.5%	
					15.0%	
					12.5%	
					10.0%	
TOTAL					////////	

NOTE: Businesses will be billed for Business Personal Property or Machinery and Tools tax in May and October of tax year.

Payment is not due at this time.

LEASED EQUIPMENT

NOTE: Report all property leased, loaned, or rented from others located in the City of Charlottesville as of January 1. Attach additional sheets as necessary. **Do not include daily rental property, airplanes, boats or vehicles licensed to operate upon highways.** Conditional sales leases are treated as purchases and should be reported above.

LESSOR NAME	LESSOR ADDRESS	PROPERTY DESCRIPTION	COST OF ASSETS DISPOSED	MONTHLY RENTAL COST	LEASE START DATE	LEASE END DATE

CERTIFICATION

I declare that the foregoing statements and figures are true and correct to the best of my knowledge and belief. I understand that it is a misdemeanor for any person to willfully subscribe to a return that is not believed to be true and correct as to every material matter per VA Code §58.1-11.

PREPARER NAME	PHONE	E-MAIL
PREPARER SIGNATURE	TITLE	DATE

OFFICE USE ONLY

NOTE	DATE RECEIVED
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Instructions for Completing Return of Business Tangible Property or Machinery & Tools

FILING DATE: January 31, of current year

In accordance with Virginia State Code §58.1-3518, it is the responsibility of every taxpayer who owns, leases, rents or borrows tangible personal property which is used or is available for use in business and which is located in Charlottesville as of January 1 to report such property on this return.

1. For all equipment owned and in place on January 1, provide total cost by year of acquisition. Total cost includes all costs associated with acquiring and placing asset in service at business location (including freight, installation, and sales tax).
2. If you have no business assets or you had no assets in place on January 1, please provide an explanation in the space provided on the front. If your business closed prior to January 1, please indicate the date the business ceased operations and the date when your equipment moved from the City.
3. If you have not disposed of any equipment reported in previous years, balances in Column B can be moved to Column E, under "Total Cost."
4. Total costs of all equipment acquired in the previous year must be entered on the top line in the appropriate Column C.
5. Total cost of equipment moved out or disposed of during the year can be reported in Column D.
6. Total all entries on each line and enter in Column E.
7. The total assessed value (total of column G) is the amount on which your tax bill will be computed. Do not send payment at this time.
8. Mail completed return on or before January 31, of current year.

The information provided in this return will be used to determine the assessed value of all equipment used in business located in the City on January 1. Assessed value is computed as a percentage of original cost, or cost to acquire, with the first year starting at 25% of original cost. The assessed value of equipment purchased before the first year drops by 2.5% each year based on year of acquisition, until reaching the minimum assessed value of 10% of original cost or until disposition of property. In other words, business property acquired 7 years ago or earlier will have an assessed value of 10% of its original cost until disposition. Tax due amount is computed at the rate of \$4.20 per \$100 of the calculated assessed value.

EXAMPLE: For an item acquired 7 years ago... $10\% \text{ of original cost times rate of } \$4.20/\$100 = \text{tax due}$

The rate is subject to change and is set by the City Council each year.

Failure to file your Return of Business Tangible Personal Property or Machinery & Tools will result in a statutory assessment and billing based on the estimated cost of property according to the best available information to this office.

Contact (434) 970-3170 if you have any questions.

Incomplete forms will not be accepted and will be returned to you. A form is considered incomplete for any of the following reasons:

- A detailed itemized listing or any other supporting documentation is not attached.
- All sections are not completed. If no assets are reported, an explanation must be attached. Stating "same as last year" or "see attached" is not acceptable.