



# City of Alexandria, Virginia

P. O. Box 178  
Alexandria, Virginia 22313

Complete and mail to the address above

## RETURN OF 2009 BUSINESS PERSONAL PROPERTY

Owner Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

ACCT NO: \_\_\_\_\_ FED ID / SSN: \_\_\_\_\_

Location Address: \_\_\_\_\_

If your business has moved in or out of the City of Alexandria, or ceased to do business within the past year, please enter the applicable date and check in or out:

Date Moved: \_\_\_\_\_ In  Out

Date Ceased Business: \_\_\_\_\_

**WHO MUST FILE A RETURN:** Any individual, partnership, or corporation, engaged in any business or profession in the City of Alexandria as of January 1, 2009, must file this form with the Finance Department, P. O. Box 178, Alexandria, Virginia 22313, on or before May 1, 2009. Failure to comply will result in a late filing penalty of 5% of the tax due or \$10.00, whichever is greater. The late filing penalty may not exceed the tax and the penalty may not exceed \$500 if the return was filed within 30 days of filing due date. Fiscal year taxpayers must include all property purchased in the calendar year even though it will be on the federal depreciation schedule filed in the following calendar year. Questions should be directed to Business Tax staff by e-mail at [businesstax@alexandriava.gov](mailto:businesstax@alexandriava.gov) or by phone at 703.746.3903.

A. If this return is not completed and filed with the City by May 1, 2009, you will receive a tax bill based on the City's estimate of your tax liability. We urge you to file a 2009 Business Personal Property Tax Return.

B. If you had no tangible business personal property, please check this box

2009 TOTAL ASSESSMENT: \_\_\_\_\_ (FOR OFFICIAL USE ONLY)

2008 TOTAL ASSESSMENT: \_\_\_\_\_

SCHEDULE A Office Furniture and Fixtures and other equipment (Excluding Computers Machinery and Tools)		SCHEDULE B Manufacturing Equipment Only (Machinery and Tools)		SCHEDULE C Unlicensed Vehicles (Forklifts, Loaders, Tractors, etc.)		SCHEDULE D Computers and Peripherals (Excluding Software)	
YEAR OF ACQUISITION	ORIGINAL COST	YEAR OF ACQUISITION	ORIGINAL COST	YEAR OF ACQUISITION	ORIGINAL COST	YEAR OF ACQUISITION	ORIGINAL COST
2008		2008		2008		2008	
2007		2007		2007		2007	
2006		2006		2006		2006	
2005		2005		2005		2005	
2004		2004		2004		2004	
2003		2003		2003		2003	
2002 & prior		2002 & prior		2002 & prior		2002 & prior	
TOTAL		TOTAL		TOTAL		TOTAL	

**Section 58.1-3110, Code of Virginia, Power to Summon Taxpayers and Other Persons.** For the purpose of assessing all property assessable (the tax official's) office may summon the taxpayer or any other person to appear before him at his office, to answer, under oath, questions regarding the tax liability of any and all taxpayers. I declare under the penalties provided by law that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

Revised 2/08

Your Signature: ▶	Title or Position: ▶	Date:	Work Telephone Number:	Fax Telephone Number:
----------------------	-------------------------	-------	------------------------	-----------------------

## GENERAL INFORMATION

**WHAT PROPERTY MUST BE FILED:** All tangible business personal property, including furniture and fixtures; machinery and tools; unlicensed vehicles; and computers and peripherals used in any business or profession.

**WHEN TO FILE:** Returns must be filed no later than May 1, following the January 1 obligation to file.

**WHERE TO FILE:** Completed returns can be delivered to City Hall, 301 King Street, Business Tax, Room 1410 or mailed to Business Tax, Department of Finance, City of Alexandria, P.O. Box 178, Alexandria, VA 22313.

**CONDITIONAL SALES:** Property being paid for by installments is assessed to the person possessing the property. The law allows no deductions for indebtedness against tangible business personal property.

**FULL AND COMPLETE RETURNS:** The law requires full and complete returns; therefore, a taxpayer must enter the purchase cost of all property owned or in his possession. It is imperative that ALL tangible business personal property be covered and its purchase cost entered in the proper column.

**LEASED OR RENTED TANGIBLE PERSONAL PROPERTY (SCHEDULE E):** In Schedule E, enter the name and address of the lessor (owner) responsible for payment of local personal property tax on any property you lease or rent from others.

If a business locates in the City after January 1, 2009, there is no tax liability for that year. If a business moves or ceases business after January 1, 2009, the business is liable for the full tax year. **THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.**

Tangible business personal property will be assessed on a percentage of the original cost according to the following schedule(s)

<b>SCHEDULE A</b>		<b>SCHEDULE B</b>		<b>SCHEDULE C</b>		<b>SCHEDULE D</b>	
Office Furniture and Fixtures and other equipment (excluding Computers, machinery and tools)		Manufacturing Equipment Only (Machinery and Tools)		Unlicensed Vehicles (Forklifts, Loaders Tractors, etc.)		Computer & Peripherals (Excluding software)	
YEAR PURCHASE	%	YEAR PURCHASE	%	YEAR PURCHASE	%	YEAR PURCHASE	%
2008 _____	80	2008 _____	80	2008 _____	80	2008 _____	65
2007 _____	70	2007 _____	70	2007 _____	70	2007 _____	45
2006 _____	60	2006 _____	60	2006 _____	60	2006 _____	30
2005 _____	50	2005 _____	50	2005 _____	50	2005 _____	20
2004 _____	40	2004 _____	40	2004 _____	40	2004 _____	05
2003 _____	30	2003 _____	30	2003 _____	30	2003 _____	05
2002 _____	20	2002 _____	20	2002 _____	20	2002 _____	05
& prior		& prior		& prior		& prior	

### SCHEDULE E

TANGIBLE BUSINESS PERSONAL PROPERTY LEASED OR RENTED FROM OTHERS

OWNER NAME	OWNER ADDRESS	ITEM DESCRIPTION	YEAR PUT IN USE	COST

**ATTACH ADDITIONAL SHEETS ON ANY SCHEDULE WHEN NECESSARY**