



# 2023 Business Personal Property Return

Finance Department, Revenue Administration Division, City of Alexandria  
P. O. Box 178, Alexandria, VA 22313-1500  
Phone: 703.746.4800  
Email : [businesstax@alexandriava.gov](mailto:businesstax@alexandriava.gov)

Business Location:

Filing Due Date:

**May 1, 2023**

Owner Name:  
Mailing Address:

Account Number:

Business Phone No.:  
Fax. No.:  
Email Address:  
Date Business Began:

Online Filings at <https://businesstaxportal.alexandriava.gov/BTP/>

**REQUIRED:** Attach itemized listing of all tangible personal property 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.

- If this return is not completed and filed with the City on or before May 1, 2023, a late filing penalty will be assessed and you will receive a tax bill based on the City's estimate of your liability. We urge you to file a 2023 Business Personal Property Tax Return. Payment Due Date is October 5, 2023.
- If you had no tangible business personal property in the City as of January 1, 2023, please check this box and provide an explanation. ☐

- In order for the City to dispose of prior year assets, you must provide sufficient documentation. (i.e. Federal form 4562 or 4797, sales receipts, etc.)
- In order for the City to accurately classify all assets, you must provide a detailed description of each piece of equipment.

**Schedule: Office Furniture & Fixtures** (Schedule A: Office Furniture, Fixtures, and other equipment)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2023	Depreciation Rate
2022					80.00%
2021					70.00%
2020					60.00%
2019					50.00%
2018					40.00%
2017					30.00%
2016 and all prior years					20.00%

**Schedule: Manufacturing Equipment** (Schedule B: Manufacturing Equipment Only)

Business must hold a business license as a Manufacturer

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2023	Depreciation Rate
2022					80.00%
2021					70.00%
2020					60.00%
2019					50.00%
2018					40.00%
2017					30.00%
2016 and all prior years					20.00%

**Schedule: Unlicensed Vehicles** (Schedule C: Unlicensed Vehicles)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2023	Depreciation Rate
2022					80.00%
2021					70.00%
2020					60.00%
2019					50.00%
2018					40.00%
2017					30.00%
2016 and all prior years					20.00%

**Schedule: Computers and Peripherals** (Schedule D: Computer and Peripherals)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2023	Depreciation Rate
2022					65.00%
2021					45.00%
2020					30.00%
2019					20.00%
2018 and all prior years					5.00%

**Leased Property**

Owner Name	Owner Address	Description	Lease No.	Begin Date	End Date	Rent Amount

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

**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.

Your Signature	Date	Work Telephone Number
Title or Position		Fax Telephone Number

**Cessation of Business**

Date Business Ceased Operations in the City: \_\_\_\_\_ (Month, Day, Year)

Reasons: ☐ Moved out ☐ Business Dissolved ☐ Inactive ☐ Sold ☐ Terminated

Current Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Business Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If a business moves out of the City or ceases business after January 1, 2023, the business is liable for the full tax year.

Thank you for choosing to do business in the City of Alexandria!