



2010 Business Personal Property Return

Finance Department, Revenue Administration Division, City of Alexandria
P. O. Box 178, Alexandria, VA 22313-1500
Phone: 703.746.3903 <http://alexandriava.gov/>

Business Location:

Due Date:

Owner Name:
Mailing Address:

Account Number:

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

Date Business Began:

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, 2010 must file this form with the Finance Department, P. O. Box 178, Alexandria, Virginia 22313 on or before May 1, 2010. Failure to comply will result in a late filing penalty of 5% of the tax due or \$10.00, whichever is greater. However, the late filing penalty may not exceed the tax or 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 on the federal depreciation schedule filed in the following calendar year. Questions should be directed to the Business Tax Office at 703.746.3903.

- A. If this return is completed and filed with the City by May 1, 2010, you will receive a tax bill based on the City's estimate of your liability. We urge you to file a 2010 Business Personal Property Tax Return.
- B. If you had no tangible business personal property, please check this box and provide an explanation.

Attach itemized listing of all tangible personal property showing date of acquisition, 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.

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

| Year Purchased | Cost of Property Reported Last year | Total for 2010 | Depreciation Rate |
|--------------------------|-------------------------------------|----------------|-------------------|
| 2009 | | | 80.00% |
| 2008 | | | 70.00% |
| 2007 | | | 60.00% |
| 2006 | | | 50.00% |
| 2005 | | | 40.00% |
| 2004 | | | 30.00% |
| 2003 and all prior years | | | 20.00% |

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

| Year Purchased | Cost of Property Reported Last year | Total for 2010 | Depreciation Rate |
|--------------------------|-------------------------------------|----------------|-------------------|
| 2009 | | | 80.00% |
| 2008 | | | 70.00% |
| 2007 | | | 60.00% |
| 2006 | | | 50.00% |
| 2005 | | | 40.00% |
| 2004 | | | 30.00% |
| 2003 and all prior years | | | 20.00% |

Schedule: Unlicensed Vehicles (Schedule C: Unlicensed Vehicles)

| Year Purchased | Cost of Property Reported Last year | Total for 2010 | Depreciation Rate |
|--------------------------|-------------------------------------|----------------|-------------------|
| 2009 | | | 80.00% |
| 2008 | | | 70.00% |
| 2007 | | | 60.00% |
| 2006 | | | 50.00% |
| 2005 | | | 40.00% |
| 2004 | | | 30.00% |
| 2003 and all prior years | | | 20.00% |

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

| Year Purchased | Cost of Property Reported Last year | Total for 2010 | Depreciation Rate |
|--------------------------|-------------------------------------|----------------|-------------------|
| 2009 | | | 65.00% |
| 2008 | | | 45.00% |
| 2007 | | | 30.00% |
| 2006 | | | 20.00% |
| 2005 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 of 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 Moved: _____

Current Mailing Address: _____

Telephone Number: _____ **Business Email Address:** _____

Signature: _____ **Date:** _____