



# 2011 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:**

**MAY 2, 2011**

**Account Number:**

**Owner Name:**

**Business Phone No.:**

**Mailing Address:**

**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, 2011 must file this form with the Finance Department, P. O. Box 178, Alexandria, Virginia 22313 on or before May 2, 2011. Failure to comply will result in a late filing penalty of five percent 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 the filing due date. Fiscal year taxpayers must include all property purchased in the calendar year even though it will not be on the federal depreciation schedule until the following year. Questions should be directed to the Business Tax Office at 703.746.3903 or [businessstax@alexandriava.gov](mailto:businessstax@alexandriava.gov).

- A. If this return is not completed and filed with the City by May 2, 2011, you will receive a tax bill based on the City's estimate of your liability. We urge you to file a 2011 Business Personal Property Tax Return.
- B. If you had no tangible business personal property in the City as of January 1, 2011, please check this box and provide an explanation.
- C. 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.)
- D. In order for the City to accurately classify all assets, you must provide a detailed description.

**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.

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

Year Purchased	Cost of Property Reported Last year	Total for 2011	Depreciation Rate
2010			80.00%
2009			70.00%
2008			60.00%
2007			50.00%
2006			40.00%
2005			30.00%
2004 and all prior years			20.00%

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

Year Purchased	Cost of Property Reported Last year	Total for 2011	Depreciation Rate
2010			80.00%
2009			70.00%
2008			60.00%
2007			50.00%
2006			40.00%
2005			30.00%
2004 and all prior years			20.00%

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

Year Purchased	Cost of Property Reported Last year	Total for 2011	Depreciation Rate
2010			80.00%
2009			70.00%
2008			60.00%
2007			50.00%
2006			40.00%
2005			30.00%
2004 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 2011	Depreciation Rate
2010			65.00%
2009			45.00%
2008			30.00%
2007			20.00%
2006 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:** \_\_\_\_\_

## GENERAL INFORMATION

**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, 2011 must file this form with the Finance Department, P. O. Box 178, Alexandria, Virginia 22313 on or before **May 2, 2011**.

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

**WHEN TO FILE:** Returns must be filed no later than May 2.

**WHERE TO FILE:** Completed returns can be delivered to City Hall, 301 King Street, Room 1700, or mailed to the Revenue Division, Department of Finance, City of Alexandria, P. O. Box 178, Alexandria, VA 22313.

**CONDITIONAL SALES:** Property being paid for by installments is assessable in the name of 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, 2011, there is no tax liability for the year. If a business moves or ceases business after January 1, 2011, 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 based on a percentage of the original cost according to the following schedule(s)

SCHEDULE A	SCHEDULE B*	SCHEDULE C	SCHEDULE D																																																																				
Office Furniture, Fixtures, and other equipment (Excluding computers, machinery and tools)	Manufacturing Equipment Only (Machinery and Tools)	Unlicensed Vehicles (Forklifts, Loaders, Tractors, etc.)	Computers and Peripherals (Excluding software)																																																																				
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\*Schedule B. This schedule should only be used by businesses that have been classified as "Manufacturers" by the City of Alexandria