2013 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 1, 2013**

Account Number:

Owner Name:
Mailing Address:

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

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, 2013, you will receive a tax bill based on the City's estimate of your liability. We urge you to file a 2013 Business Personal Property Tax Return.
- If you had no tangible business personal property in the City as of January 1, 2013, please check this box and provide an explanation. ☐

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- 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 2013	Depreciation Rate
2012					80.00%
2011					70.00%
2010					60.00%
2009					50.00%
2008					40.00%
2007					30.00%
2006 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 2013	Depreciation Rate
2012					80.00%
2011					70.00%
2010					60.00%
2009					50.00%
2008					40.00%
2007					30.00%
2006 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 2013	Depreciation Rate
2012					80.00%
2011					70.00%
2010					60.00%
2009					50.00%
2008					40.00%
2007					30.00%
2006 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 2013	Depreciation Rate
2012					65.00%
2011					45.00%
2010					30.00%
2009					20.00%
2008 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 Out of the City: _____

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, 2013, the business is liable for the full tax year.

INSTRUCTIONS FOR COMPLETING THE BUSINESS PERSONAL PROPERTY TAX RETURN:

- **Preprinted Business Data**
  Verify the accuracy of all preprinted information relating to the business owner, trade name, mailing address, email address and physical business location. Please make any changes or adjustments, if applicable.

- **Column "Cost of Property Reported Last Year"**
  Review the preprinted cost reported in this column. The preprinted cost is the total cost assessed and billed for the prior tax year, broken down by acquisition year.

- **Column " Cost of Acquisitions and/or Transfers In & Cost of Disposals and/or Transfers Out"**
  To account for new acquisitions, transfers and disposals, please report the total cost on the line item for the original year of purchase.

- **Column "Total Cost for 2013"**
  This column represents the total cost of equipment that was located in the City as of January 1, 2013. To calculate the total, start with the preprinted cost reported from last year and **add** any transfers in and new acquisitions costs. Then, **subtract** any transfers out or disposed property cost.

- **Schedule for Manufacturing Equipment**
  To report manufacturing equipment, the business must hold a City of Alexandria manufacturing business license.

- **Schedule for Leased Property**
  Leased/rented business tangible personal property should be reported on the annual return. The schedule for leased property is only used for equipment for which the owner/leasing company is responsible for the annual tax liability. To determine the tax liability, please refer to the leasing agreement or contract with the leasing company. All leased equipment should be identified with the owner's name, address, equipment description, lease number, lease begin date, and cost of the equipment or rental amount.

- **Sample of Equipment per Schedule**
  - Schedule for Office Furniture & Fixtures: standard office furniture, such as desks, chairs, hutches, file cabinets, bookcases, etc.; copiers/digital copiers; projectors; fax machine; telephone systems; Polycom sound stations; digital cameras; signage; canopies; standard cash registers; restaurant equipment; hotel equipment; kitchen equipment; automobile equipment and tools; mailing machines; and medical equipment (Excluding: Ultrasound and Mammography machines)
  - Schedule for Manufacturing Equipment: Business must be classified as a manufacturer for business license purposes.
  - Schedule for Unlicensed Vehicles: bulldozers, cranes, trailers, tractors, forklifts, graders, hydraulic lifts, loaders, snow plows, etc.
  - Schedule for Computers & Peripherals: desktop computers; laptops; docking stations; printers, scanners & plotters; hub, switches, router, modem, & UPS; mobile devices like PDA's & iPhones; POS registers; etc. Exceptions: Ultrasound/Mammography Machines and ATMs
- **Note:**
  - Miscellaneous Taxable Items: freight, sales tax, installation, and configuration
  - Miscellaneous Non-Taxable Items: licenses, conversion, training packages, and software

GENERAL INFORMATION:

Any individual, partnership, or corporation engaged in any business/profession or leasing equipment in the City of Alexandria as of January 1, 2013, must file a Business Personal Property Tax Return with the Finance Department, P. O. Box 178, Alexandria, Virginia 22313 on or before May 1, 2013.

The Business Personal Property Tax is based on the original purchase cost of all tangible business personal property (including furniture, fixtures, machinery and tools, and computers and peripherals) used in any business or profession. All tangible property located in the business as of January 1, 2013, must be reported on the annual return. Fiscal year businesses must include all property purchased in the calendar year even though the equipment will not be reflected on the federal depreciation schedule. The annual assessment for business tangible personal property is calculated based on a percentage of the original cost on the equipment description, the year of purchase (acquisition year) and the assigned schedule.

If the business did not have any business tangible personal property located in the City as of January 1, 2013, the business is still required to submit an annual return that indicates that the business has no equipment and provides an explanation.

Failure to submit the annual return on or before the due date will result in a late filing penalty of five percent (5%) of the tax due or $10, whichever is greater. If the return is filed within 30 days of the filing due date, the late filing penalty may not exceed the tax due and may not exceed $500.00. **Failure to submit an annual business personal property tax return will result in a statutory (estimated) tax assessment. The statutory tax is based on an estimated assessment of $75,000 for the first year in which the business failed to file a return.**

If a business begins or began operating in the City after January 1, 2013, there is no tax liability for the current tax year. If a business moves out of the City or ceases business after January 1, 2013, the business is liable for the full tax year. **THERE IS NO PRORATION OF A BUSINESS PERSONAL PROPERTY TAX BILL.**