Commissioner of the Revenue
Terry L. Yowell, MCR
PO Box 1807, Culpeper, VA 22701-6807
Phone: (540) 727-3443 Fax: (540) 727-3472

2009 CULPEPER COUNTY

RETURN OF BUSINESS PERSONAL PROPERTY AND MACHINERY & TOOLS

FILE ON OR BEFORE MAY 1, 2009

ACCOUNT NUMBER	
FEIN/Taxpayer Social Security Number	
Co-Taxpayer Social Security Number	
Business Start Date In Culpeper	
Business Cease Date	
Physical Address of Property	
Nature of Business	
Location of Business on January 1	☐ County ☐ Town

PLEASE READ INSTRUCTIONS (FRONT AND BACK) CAREFULLY BEFORE COMPLETING.

1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, & TOOLS: Report below the total original cost of all furniture, trade fixtures, light/heavy equipment, hand/power tools, office machines, business/mobile telephones, books, signs and any other tangible property used in business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2008		X 70%=	
2007		X 60%=	
2006		X 50%=	
2005		X 40%=	
2004 & Prior		X 30%=	
Total			

2. COMPUTER EQUIPMENT: Report below the total original cost of all computer equipment including mainframe and personal computers, PDAs, monitors, CPUs, servers, disk drives, peripheral equipment including, printers, scanners, memory cards, cables and any other tangible property used in business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2008		X 65%=	
2007		X 50%=	
2006		X 40%=	
2005		X 30%=	
2004 & Prior		X 20%=	
Total			

FOR OFFICE USE ONLY

BPP Total Assessed Value:

TO REPORT LEASED PROPERTY SEE REVERSE SIDE

3. MACHINERY AND TOOLS: Report below the total capitalized cost of all machinery and tools **used directly** in **manufacturing, mining, processing, reprocessing, radio, television broadcasting, dry cleaning or commercial laundry business,** including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2008		X 70%=	
2007		X 60%=	
2006		X 50%=	
2005		X 40%=	
2004 & Prior		X 30%=	
Total			

TO AVOID STATUTORY ASSESSMENT THIS FORM MUST BE RETURNED

YOU MUST INCLUDE THE FOLLOWING WITH YOUR RETURN:
(1) An itemized list of all property reported, date acquired and cost.
(2) A copy of the depreciation schedule (FORM 4562) from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please check here: ___

*Note: If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year and date of disposal/transfer) supporting these differences.

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§58.1-11, Code of Virginia)

Signature of Taxpayer — Date

Phone Number — Email Address

Signature of Preparer — Date

Printed name of Preparer

Phone Number — Email Address

4. LEASED PROPERTY: List all Tangible Personal Property (except vehicles) leased, rented, borrowed or made available for use as of January 1 (Virginia Code §58.1-3518). Attach separate sheet if more space is required.

FROM LEASE AGREEMENT

Name of Owner (Lessor)	Address of Owner/Phone Number	Start/End Dates of Lease	Description of Item	Quoted Purchase Price

CULPEPER COUNTY BUSINESS PERSONAL PROPERTY AND MACHINERY & TOOLS INSTRUCTIONS

What is this form? This is your Business Personal Property declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. Machinery and Tools used in manufacturing, mining, processing, reprocessing, radio or television broadcasting, dry cleaning or laundry business are to be listed and segregated as a separate class (VA Code Sec. 58.1-3507).

What should I do with it? First take a look at the preprinted ownership information for accuracy. Then follow the instructions for each box where applicable. You need to provide a complete list of all property used in your business. The list should include the name of the item, acquisition date and cost (whether fully depreciated or not for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition.

Am I required to file this form? If you conducted business as an individual, partnership or corporation, or if you own leased business equipment in Culpeper County on January 1 of this year, you must complete and return this form.

When is it due? The form and associated schedules/property lists are due no later than May 1st. If you file late or not at all, by law a 10% penalty will be added to your bill. If you are unable to file by May 1st, you may request a 30 day extension. The request must be in writing to the Commissioner of the Revenue and must be made prior to May 1st.

What happens if I do nothing? Since the assessment is based on information and schedule(s) that you provide, an assessment will be made by means of percentage of original cost and/or fair market value. If no information is provided, the Commissioner of the Revenue is required by law to assess property based on the best information available, which will result in a tax bill due. This is called a statutory assessment (VA Code Sec. 58.1-3519).

IMPORTANT PLEASE NOTE: The use of "SAME AS LAST YEAR", "NO CHANGE", "SEE ATTACHED" or returning a blank form will constitute an invalid filing and may be subject to a late filing penalty. If "ZERO" or "NONE" is listed, an explanation describing how you are able to operate a business without tangible personal property must be provided.

How can I get help? Additional forms, information and assistance are provided by the Commissioner of the Revenue office. You may call (540) 727-3443.

It is a Class 1 Misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter (Code of Virginia §58.1-11).

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