



RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY
FILE ON OR BEFORE APRIL 15, 2011.

Business Name:
Contact Person:
Address:
City, State, Zip:
Phone:
E-mail:
FEIN or SSN:
Business Location:
Business Start Date:

OFFICE USE

Acct. No.

Date Filed

Late Filing Penalty YES NO

Please read the instructions on the back of this form before completing.

Report all personal property located in Prince William County on January 1, 2011.
Do not include licensed vehicles or certified short-term rental property.

SCHEDULE A	
All tangible personal property owned except that included in Schedules B and C	
Year Purchased	Cost of Property
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
2002 and prior	

SCHEDULE B	
Earth moving equipment, coin operated laundry equipment	
Year Purchased	Cost of Property
2010	
2009	
2008	
2007	
2006	
2005 and prior	

SCHEDULE C	
All computers, peripheral, and computer equipment	
Year Purchased	Cost of Property
2010	
2009	
2008	
2007	
2006 and prior	

You must include with your return an itemized list of all personal property reported showing acquisition date and cost and a copy of IRS Schedule 4562 (Depreciation and Amortization) if you complete this IRS schedule.

SCHEDULE D				
Tangible personal property leased or rented from others				
Name of Owner(s)	Address of Owner(s)	Type of Equipment	Year Put Into Use	Cost at Purchase

Check if applicable to your business activity –

_____ The property declared in Schedules A, B and C is used in a manufacturing, mining, processing and reprocessing, radio or television broadcasting, dairy business, dry cleaning or laundry business.

_____ The property declared in Schedules A, B and C is used in a research and development business.

DECLARATION: I declare that the statements and figures herein given, including any accompanying schedules and statements, are true, full and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE _____ DATE _____ DAYTIME PHONE NO. _____

General Information

Complete this form in its entirety. If information is preprinted, please update or correct this information as necessary.

To avoid a late filing penalty of 10%, this filing form must be postmarked or returned by APRIL 15, 2011.

A separate form should be submitted for each business location.

Do not use this form to report licensed motor vehicles, trailers, boats or aircraft. These items must be reported and registered within 60 days of purchase or location in the County by calling 703-792-6710.

Property required to be reported on this form is not subject to proration. Business personal property is taxed for the entire year even if it is sold or moved out of the County after January 1st.

Leasing companies must file a return in their own name. To ensure proper assessment and billing, please include the name and address of the lessee.

If you own no business tangible personal property, you must still file a return; please enter "NONE" in Schedules A, B and C

Schedules A, B and C

Report in the appropriate schedule the total purchase cost by year of purchase of all tangible property that is owned or being paid for by installment payments (including items acquired under a lease-purchase contract) located in Prince William County on January 1, 2011. All property must be reported, even if fully depreciated for accounting purposes. Please round amounts to the nearest dollar.

The Virginia Department of Taxation defines total purchase cost as the full capitalized original cost including freight and installation. There is no provision in law that allows for the deduction of indebtedness against the reported cost for business tangible property.

Schedule A should be used to report furniture, office equipment and fixtures, machinery and tools, and any other equipment not reported in Schedules B and C.

Schedule B should be used to report earth moving equipment and coin operated laundry equipment.

Schedule C should be used to report all computer hardware and peripheral equipment such as personal computers, notebook computers, monitors, mainframe and midrange units, file servers, POS equipment, backup units, storage devices, modems, fax machines, photocopy machines, printers, scanners, network cards, and cables. Do not report application software.

Schedule D

Report all personal property leased or rented from others. Information used to complete this schedule should be obtained from lease agreement(s).

Formula for Assessment

The assessment on which your tax will be based is computed using the percentages shown in the following table. To determine the assessment, multiply the reported cost for each year by the percentage for that year.

<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule C</u>
2010..... 85%	2010..... 80%	2010 50%
2009..... 75%	2009..... 65%	2009 35%
2008..... 65%	2008..... 50%	2008 20%
2007..... 55%	2007..... 35%	2007 10%
2006..... 45%	2006..... 20%	2006 and prior ... 5%
2005..... 35%	2005 and prior ... 10%	
2004..... 25%		
2003..... 15%		
2002 and prior .. 10%		

Please do not include payment with your return. You will be billed.

Additional Information Required To Be Filed With Return

In addition to this filing form, you must furnish a complete itemized listing of all tangible personal property showing acquisition date and original cost. You must also include a copy of IRS schedule 4562 (Depreciation and Amortization) if you complete this schedule.

Where to File

By Regular Mail – Please use the return envelope provided or send to Tax Administration Division, PO Box 2467, Prince William, VA 22195-2467

By Courier or Overnight Delivery – Tax Administration Office, 1 County Complex Court, Prince William, VA 22192-9201

In Person – Please use the drop box at any Tax Administration Office:

McCoart Administration Building
1 County Complex Court
(near the intersection of Hoadly Road and Prince William Parkway)

Sudley North Government Center
7987 Ashton Avenue
(near the Bull Run Regional Library in Manassas)

Dr. A.J. Ferlazzo Building
15941 Donald Curtis Drive
(near the intersection of Cardinal Drive and Jefferson Davis Highway/Route 1 in Woodbridge)

How to Contact Us

Please call 703-792-6710; by fax at 703-792-4673; or by e-mail at Taxpayer_Services@pwcgov.org

Additional forms can be downloaded from our web site at www.pwcgov.org/tax