



LOIS B. JACOB
 COMMISSIONER OF THE REVENUE
 PO BOX 644 - CITY HALL
 FREDERICKSBURG VA 22404-0644
 ADDRESS SERVICE REQUESTED

**2018 CITY OF FREDERICKSBURG
 RETURN OF TANGIBLE PROPERTY AND
 MACHINERY & TOOLS**

Penalty For Failure To File By February 15, 2018.

Report on this return the property owned by the taxpayer on **January 1, 2018** and return on or before **February 15, 2018**

Account #:

FEIN #:

****READ THE INSTRUCTION PAGE BEFORE COMPLETING****

A. Business Address on 1/1/2018 _____

B. If you moved into or out of the city within the last year: Enter date you moved ___/___/___ Locality moved from or to: _____
 mo date year

C. Describe the Nature of the Business _____ Check here if engaged in manufacturing, mining, radio, television broadcasting, dairy, dry cleaning or motor vehicle cleaning

D. Property: Every year, list ALL furnishings, equipment & tools owned on Jan. 1, including all items previously reported (*not just new or acquired since last filing*)

Check here if attaching an itemized list (Section D (Cont), depreciation sch or other document). There MUST be an itemized list of ALL assets for the business.

Personal Property Item(s)	Acquisition Date	Original Cost	Personal Property Item(s)	Acquisition Date	Original Cost
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

(Provide a TOTAL of the original cost of all items -- which the City will depreciate. If "0" see section H.)

TOTAL: \$

Continue listing items on provided attachment if necessary. A list of disposed or no longer owned items must also be attached.

E. INFO FOR ALL LEASED, RENTED, OR BORROWED TANGIBLE PERSONAL PROPERTY (FURNISHINGS, EQUIPMENT & TOOLS)			
Name & Address of Owner	Start / End Dates	Amount of Lease Payment	Item Description

F. VEHICLES, TRAILERS, ETC. (not registered with the Virginia DMV)

Year and Description	Identification Number	State Tag No.	Cost	More than 0% Bus. Use	Date Acquired MM-DD-CCYY	If Disposed Of: Date MM-DD-CCYY
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Please complete other side of form

2018 BUSINESS FILING

G. TOTALS TABLE				
Enter Original COST in Columns to Right as Indicated Below	Furniture, Fixtures & Equipment	Computer Equipment & Peripherals	Machinery & Tools	FOR USE BY COMMISSIONER OF REVENUE
Original Cost of property acquired during 7th year 2011 and all prior years				
Original Cost of property acquired during 6th year 2012				
Original Cost of property acquired during 5th year 2013				
Original Cost of property acquired during 4th year 2014				
Original Cost of property acquired during 3rd year 2015				
Original Cost of property acquired during 2nd year 2016				
Original Cost of property acquired during 1st year 2017				
TOTAL ORIGINAL COST OF PROPERTY OWNED 1/1/2018	\$	\$	\$	

H. EXPLANATION (If "zero / 0" or no tangible property is listed, explain how you are able to operate a business without any business property.)

- I. TAXPAYER OBLIGATIONS**
- Failure to file a completed form is a criminal offense pursuant to § 58.1-3518 of the Code of Virginia.
 - Taxpayers who are required to file a return and fail to do so will be subject to a statutory assessment plus penalty.
 - Incomplete forms may be subject to a statutory assessment plus penalty.
 - **DO NOT** - Write the words "Same as Last Year", "N/A", or similar on this form, as it is not acceptable and subject to penalty.

J. TAXPAYER SIGNATURE & INFORMATION

The owner must sign this form even if completed by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it *must* be signed by a member, partner, executive officer, or other person specifically authorized in writing by the business to sign. It is a **Class 1 misdemeanor** for any person to willfully subscribe a return which they do not believe to be true and correct as to every material matter.
(Code of Va., Sec. 58.1-11)

DECLARATION: 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.

Signed _____ Date _____
(Your Signature) (Date) (Title or Capacity for Signing) (e.g. Owner, VP)

Printed Name _____

Day Phone # _____ Alternate Phone # _____ Email Address _____

K. PAID PREPARER SIGNATURE & INFORMATION (if applicable)

Printed Name of Preparer _____

Paid Preparer's Signature _____ Date _____

Preparer's Firm/Address _____ Preparer's Phone # _____

Instructions for City of Fredericksburg Business Filing

Section 58.1-3518 of the Code of Virginia requires that ALL tangible personal property (business property) owned, leased, rented, or borrowed as of January 1 of each year, which was used or available for use in a business/profession in the City of Fredericksburg shall file a return. Do not report only new or recently acquired personal property. You must report ALL personal property on each year's filing. For each item, you must provide the *original* cost. If the item was free to you or obtained used, you should report the original (new) cost, the date first put into service and the date you acquired the item. Include property even if expensed or fully depreciated. Failure to provide the complete listing of items with cost constitutes an improper or non-filing, and is subject to penalty. The Commissioner's Office will depreciate items by schedule. (See - <http://www.fredericksburgva.gov/index.aspx?nid=684> for more info)

- You must indicate the filing items which have been disposed of since the last year's filing. You may attach/submit a separate listing of the disposed items.
- Examples of business tangible personal property are, but not limited to: desktop and laptop computers, printers, copiers, credit/debit payment devices, tools, desks, chairs, telephones, bookshelves, pallet jackets, forklifts, construction heavy equipment, hair dryers, sinks, kitchen equipment, cabinets, signage, etc.
- Do not include consumable items such as paper towels, pens, paint, cleaning products, etc.
- This form is due on or before **February 15** (or the first business day thereafter if it falls on a weekend). A 10% penalty may be imposed if filed late.
- Willful failure to file this return is a criminal offense in violation of state code §58.1-3518.
- Incomplete forms will be considered late or non-filing and are subject to penalty.
- Do not write the words "same as last year", "N/A", or similar on this form. This is not an acceptable filing and is subject to penalties.

Section A.

Fill in the business address as of January 1, 2018.

Section B.

Fill in the date you moved into or out of the City of Fredericksburg. If you have closed your business in the City please notify the business license section of this office to close your account.

Section C.

Describe the nature of business. (e.g., Restaurant, landscaping, auto repair, etc.).

Section D.

Enter each item of business property owned, or being paid for in installments by the taxpayer. Include the date acquired and the *original* cost. Original cost has been defined as the cost paid by the original purchaser of such property from the manufacturer or dealer. Items purchased used must be listed at original (new) cost. You may use the space provided in Section D, complete the attachment, or attach a listing of similar format. You **MUST** include all items, even items included in previous filings. Indicate items which have been disposed of since last year's filing or attach a list.

Section E.

For business property leased, rented, or borrowed – provide the name and address of the owner/lessor. Include a description of the property, the start and end date of the lease, and indicate whether you are renting or borrowing. If additional space is needed please attach a sheet providing the information.

Section F.

List vehicles, trailers etc. owned or leased that are not registered with the Virginia DMV. Personal vehicles not used in the business should not be listed. Any vehicle used in the business even part-time should be listed. Indicate if the vehicle is used more than 50% for business purposes. If additional space is needed please attach a sheet with the requested information.

Section G.

Using the information you provided in Section D provide cost totals by year of purchase.

Section H.

If no business property has been filed on this return, an explanation of how you are able to operate a business without tangible property must be provided. If you do not complete the filing and no explanation is provided, this will constitute a non-filing and result in a statutory assessment.

Section I.

Taxpayer Obligations – Failure to file the completed form is a criminal offense (§58.1-3518 State Code of VA). All businesses are required to file a return and failure to do so will subject them to statutory assessments plus penalty. Incomplete forms may be subject to a statutory assessment and penalty. Do not write the words 'same as last year', "N/A" or similar on this form. It is not an acceptable filing and subject to a statutory assessment and penalties.

Section J.

The business owner must sign and date the filing and provide the required information even if the form is completed by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation it must be signed by a member, partner, executive office, or person specifically authorized.

Section K.

If a paid preparer completes the filing forms, he/she must sign, date, and provide the required information in this section.

If you have questions about how to complete the forms or why you received the forms please call the Commissioner of the Revenue Office at 540-372-1004