



# CUMBERLAND COUNTY

OFFICE OF THE COMMISSIONER OF THE REVENUE  
P.O. Box 77 ~ Cumberland, Virginia 23040  
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JULIE A. PHILLIPS  
Commissioner

## 2016 RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY AND MACHINERY & TOOLS

\*THIS IS NOT A BILL\*

IMPORTANT: Please read information on back before completing this return.

\*Must be filed with the Commissioner of the Revenue's Office by March 1 to avoid a 10% penalty or \$10, whichever is greater.\*

### YOU MUST INCLUDE BOTH OF THE FOLLOWING WITH YOUR RETURN:

- (1) An itemized list of all personal property reported (see back of return).
- (2) A copy of the **depreciation schedule** (Form 4562) AND all applicable schedules and attachments from your most recent federal income tax return.

### Check one of the following options below:

Attached is a detailed listing and federal depreciation schedule:

Attached is a detailed listing, I do NOT complete a federal depreciation schedule:

FEIN or SSN: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Trading as Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Date Business Began in Cumberland County: \_\_\_\_\_

Date Business Closed in Cumberland County: \_\_\_\_\_

**\*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 change) supporting these differences.**

SECTION 1 - Business Furniture, Fixtures, Equipment & Tools:			
Year Acquired	Original Capitalized Cost	FOR USE BY COMMISSIONER	
2009 & Prior	\$	20%	
2010	\$	30%	
2011	\$	40%	
2012	\$	50%	
2013	\$	60%	
2014	\$	70%	
2015	\$	80%	
<b>Total</b>			

SECTION 2 - Heavy Machinery & Equipment:			
Year Acquired	Original Capitalized Cost	FOR USE BY COMMISSIONER	
2009 & Prior	\$	20%	
2010	\$	20%	
2011	\$	20%	
2012	\$	20%	
2013	\$	20%	
2014	\$	20%	
2015	\$	20%	
<b>Total</b>			

**DECLARATION BY TAXPAYER:** It is a misdemeanor for any person to willfully subscribe a return which he does not believe to be true and correct as to every material matter. (Code of Virginia §58.1-11)

Print \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**REPORT ALL MOTOR VEHICLES OWNED OR LEASED ON SEPARATE FORM.**

<b>OFFICE USE ONLY</b>	Account #:	Entry Stamp:
Late Filing Penalty: Yes <input type="checkbox"/> No <input type="checkbox"/>	Schedules Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Late Filing Penalty:** The Return of Business Tangible Personal Property must be filed with the Office of the Commissioner of the Revenue on or before March 1. All envelopes must be postmarked by March 1 to avoid the late filing penalty of 10% or \$10, whichever is greater.

**Note:** The Code of Virginia does not permit localities to prorate business tangible personal property taxes. The tax amount is based on the assessed value of the Business Tangible Personal Property located in Cumberland County on January 1<sup>st</sup> of each tax year.

- If any furniture and fixtures, equipment and machinery have been fully depreciated, but are still in use, they must be listed with the date acquired and original cost.
- An itemized list of Tangible Personal Property and Heavy Machinery & Equipment (excluding vehicles) listing the year acquired and original cost of the property and a copy of your Federal Depreciation Schedule as filed with the Internal Revenue Service must be attached before the filing will be accepted as complete. Failure to file or failure to furnish complete information may result in a mandatory assessment.
- If you have gone out of business, please furnish the date the business ceased. If you go out of business or dispose of equipment after January 1<sup>st</sup>, you are still liable for the tax for the whole year.

**Section-by-Section Instructions**

**Section 1:**

Report any Business Tangible Personal Property including equipment, furniture, fixtures, books, office and business machines, shop tools, and computers used in any business or occupation. These items must be listed by original cost. Do NOT include licensed vehicles, certified short-term rental property, or personal property that is leased, rented, or borrowed from others. (See below)

**Section 2:**

Only those taxpayers with Heavy Machinery & Equipment, manufacturing equipment, mining, radio or television broadcasting, dairy, dry cleaning or laundry business must report Heavy Machinery and Equipment by listing original cost.

**Total Assessed Value:**

Total the assessed values in Sections 1 and 2, and enter the result in the box provided.

**Note:**

If you do not own the property being used in your business or occupation, the state code requires that you furnish the name and address of the person or firm who owns the property or who is responsible for reporting the property.

**ITEMIZED LIST OF ALL TANGIBLE PERSONAL PROPERTY REPORTED IN SECTIONS 1 AND 2**

Attach a separate list if more space is required

Original Purchase Year	Actual Cost	Description of Each Item	If Applicable	
			Date Moved or Transferred In	Date Disposed or Transferred Out

**LEASED OR BORROWED EQUIPMENT LISTING**

Name of Owner	Address of Owner	Description of Equipment	From Lease Agreement	
			Date of Lease	Quoted Purchase Price of Equipment