



**Department of Finance**  
**Revenue Administration**  
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**2019 BUSINESS TANGIBLE PERSONAL  
 PROPERTY, AND MACHINERY  
 & TOOLS TAX RETURN**

**FILE ON OR BEFORE MAY 1<sup>st</sup>, 2019**

**IMPORTANT NOTICE**

A completed tax return that is not filed by the due date will incur a penalty of 10% of the tax assessable, in addition to any applicable late payment penalties.

**FILE ONLINE AT**  
 WWW.ALBEMARLECOUNTYTAXES.ORG/BUSINESS

**AMENDED**   
 (Please check box if submitting an amended return)

<b>BUSINESS TRADE NAME</b>	<b>ACCOUNT NUMBER</b>
<b>PHYSICAL LOCATION OF BUSINESS</b>	<b>BUSINESS LIC #</b>

**TANGIBLE PERSONAL PROPERTY:** Attach a complete listing of all property showing the date of acquisition, a brief property description, original purchase price, and date of disposal, if applicable. All property used or available for use in your business as of January 1, 2019 must be reported. Read instructions on back of this form before completing it.

YEAR PURCHASED	FURNITURE, FIXTURES & EQUIPMENT COST	OFFICIAL USE	MACHINERY & TOOLS COST	OFFICIAL USE	ASMT RATIO
2018					25.0 %
2017					22.5 %
2016					20.0 %
2015					17.5 %
2014					15.0 %
2013					12.5 %
2012 & Prior					10.0 %

**LEASED EQUIPMENT:** Report all property leased or rented from others located in the County of Albemarle as of January 1, 2019. Attach additional sheets as necessary.

LESSOR NAME & ADDRESS	PROPERTY DESCRIPTION	LEASE NUMBER	MONTHLY RENTAL COST	BEGIN & END DATE

**DECLARATION OF TAXPAYER:**

I declare that the foregoing statements and figures are true and correct to the best of my knowledge and belief. I understand that it is a misdemeanor for any person to willfully subscribe to a return that is not believed to be true and correct as to every material matter. (VA Code 58.1-11)

OWNER/PARTNER/OFFICER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: ( \_\_ ) \_\_\_\_\_ FAX: ( \_\_ ) \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

Would you like to be added to Finance's news and tax deadline notification email list? YES \_\_\_ NO \_\_\_

## FILE BY MAY 1 TO AVOID LATE FILING PENALTIES

### Filing A Return

An Itemized Listing of all Business Tangible Personal Property within the County of Albemarle on January 1<sup>st</sup> must be reported by all businesses each year. This list must include date of acquisition, description of property, original purchase price, and date of disposal, if applicable. Freight, Installation and Sales Tax should be included in the cost of the property. **All property must be reported, even if it is fully depreciated or expensed for federal income purposes. Do not include daily rental property, airplanes, boats or vehicles licensed to operate upon highways.** If the business does not own or rent tangible personal property, a Business Personal Property Return must be filed every year stating that the business does not own or rent any personal business property. **DO NOT** write/stamp “*See Attached*” or “*Same As Last Year*” on the return. You may attach a sheet to supplement the tables on the front in order to have enough space to fully list all tangible personal property and/or leased equipment. All supplemental sheets should use the same table format and include your business name. This tax return will be considered incomplete if the itemized list is not completed or attached. . **UNSIGNED OR INCOMPLETE** returns not submitted by the filing deadline will be considered as “unfiled.”

### Machinery and Tools

Businesses that have been classified as a manufacturer, miner, radio or television broadcaster, dairy, dry cleaner or laundry business are required to separately report machinery and tools. If your business is classified as a processor or re-processor, the business is required to report both Machinery and Tools along with Furniture, Fixtures, and Equipment.

### Furniture, Fixtures and Equipment

All businesses not identified in Machinery and Tools above are required to report tangible personal property, including furniture, fixtures, office equipment such as computers, cell phones and copiers, tools, shop equipment, and machinery. Miscellaneous and incidental tangible personal property with an original cost of less than \$500 may be provided as an aggregate estimate of the total cost of all such property, in lieu of a specific, itemized list. Only include software that is required to operate your computer, such as Microsoft Windows, Android, iOS, Linux, etc. Do not report application software, which is not taxable, such as custom or customized software, or Microsoft Office Products.

### Tangible Personal Property and Machinery & Tools Are Not Subject To Proration

All property is taxed for the entire year, even if it is sold or moved out of Albemarle County after January 1, 2019.

### Leased Property Belonging to Others

Report all property leased or rented from others located in the County of Albemarle as of January 1, 2019. Include lessor name and address, property description, lease number, monthly rental cost, lease begin date and lease end date. Attach additional sheets as necessary and include your business name on the supplemental sheets.

### Business Closure

If the business is no longer in operation, if the lease has expired, if the property has been disposed of, or if other similar conditions exist, please provide a letter to this office describing the specifics of the business closure, including the applicable dates. Tangible personal property and machinery & tools are not subject to proration.

### Retain A Copy

Please keep a copy of the completed Return for your records. A copy will help resolve questions you may have concerning assessments. It will also be useful in preparing subsequent years' Tax Returns.

### Signature Requirements

This Property Tax Return must be signed by the owner, or a general partner, an officer of a corporation, a duly appointed fiduciary of an estate or trust, or an officer of a non-profit organization. A Business Personal Property and Machinery & Tools Tax Return that is not signed by a party identified here or submitted without an itemized list of property including full and acquisition dates does not constitute a valid filing. It is a Class 1 Misdemeanor for any person to willfully sign a return which or they do not believe to be true and correct as to every material matter.

### Penalties for Failure to File

Any taxpayer who fails to file a Return required by Virginia Code § 58.1-3518 shall be subject to a penalty of 10 percent of the tax assessable on such return or \$10, whichever is greater; provided, however, that such penalty shall in no case exceed the amount of the tax assessable. In addition to the late filing penalty, there will be a late payment penalty of 10% if taxes are not paid by June 5<sup>th</sup>. If any taxpayer neglects or refuses to file a Return for any year within the time prescribed, the Director of Finance shall statutorily prepare an assessment.

**IN ACCORDANCE** with State and County code, any business owing delinquent personal property taxes will not be issued a business license until all taxes are paid in full.

**Thank you in advance for completing and submitting your Business Tangible Personal Property, Machinery and Tools Tax Return and for making your subsequent tax payment by the stated deadline(s).**