



County of Albemarle  
DEPARTMENT OF FINANCE & BUDGET  
OFFICE OF REVENUE ADMINISTRATION

**BUSINESS & PERSONAL TAX UNIT**

Tax@albemarle.org

tel: 434-296-5852

Monday - Friday: 8 AM - 5 PM

800-828-1120 TTY - Fax: 434-243-7906

**2026 BUSINESS TANGIBLE PERSONAL PROPERTY and  
MACHINERY AND TOOLS TAX RETURN**

**DUE MAY 1, 2026 - FILE ONLINE AT AlbemarleCountyTaxes.Org/Business**

File by **MAY 1, 2026**, to avoid a 10% Late Filing Penalty. Please fill out business tangible personal property return completely to avoid late filing penalties.

**INSTRUCTIONS:**

1. All returns must be submitted on this form or online. Reports of "Same as last year," "See attached," or Federal Form 762 are NOT ACCEPTABLE.
2. Form MUST be signed and dated by authorized representative.
3. Attach an itemized list (see page 2) of all tangible personal property located in the County on January 1<sup>st</sup> with purchase dates, description, and original cost.

**STEP 1: ACCOUNT NUMBER**

ENTER your Albemarle County Account Number:

**STEP 2: BUSINESS INFORMATION**

Legal Name:		Trade Name:	
Albemarle County Location Address: (MUST FILE A RETURN FOR EACH LOCATION)			

**IMPORTANT:** See page 2 to update your mailing and/or Albemarle County location address

**STEP 3: BUSINESS RETURN TYPE(S) AND VALUES (Select all that apply)**

- Amended Return
- Business is Closed/Moved Out of Albemarle County - **MUST ENTER CLOSURE DATE:** \_\_\_\_\_ (MM/DD/YYYY)
- If a business ceases operation on or after January 1, the business is liable for the business property tax bill and a return must be filed on or before the May 1 deadline. Business tangible property is not prorated.
- TANGIBLE PERSONAL PROPERTY (Column B)       MACHINERY AND TOOLS\* (Column C)
- NO TANGIBLE PROPERTY, please explain below how your business operates without assets (computer, laptop, cell phone, furniture, etc.) **If personal items & communication devices are used in operation of the business, they are considered reportable:**

\* Businesses that have been classified as 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.

**YOU MUST INCLUDE AN ITEMIZED ASSET LIST (See back of form for itemized list and sample)**

A Purchase Year	B Cost of Tangible Personal Property	C Cost of Machinery and Tools	D Assessment Ratio	E Assessed Value = (B + C) * D
2025	\$	\$	25%	\$
2024	\$	\$	22.5%	\$
2023	\$	\$	20%	\$
2022	\$	\$	17.5%	\$
2021	\$	\$	15%	\$
2020	\$	\$	12.5%	\$
2019 & Prior	\$	\$	10%	\$

**LEASED EQUIPMENT:** Report all property leased or rented from others located in the County as of January 1, 2026.

Lessor Name & Address	Property Description	Lease Number	Monthly Rental Cost	Begin & End Dates
			\$	
			\$	

**STEP 4: DECLARATION OF TAXPAYER**

I declare that the foregoing statements and amounts are true and correct to the best of 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. (Virginia Code 58.1-11)

Contact Name:		Email:		Telephone:	
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Owner/Partner/Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission of an incomplete return or missing itemized list may result in denial of your return and late filing penalties.**

