



ROSS W D'URSO
 COMMISSIONER OF THE REVENUE
 COUNTY OF FAUQUIER
 PO BOX 149
 WARRENTON, VA 20188-0149
 www.fauquiercounty.gov

**2016 BUSINESS
 PERSONAL PROPERTY DECLARATION
 FOR BUSINESSES AND PROFESSIONS**

OFFICE USE ONLY
FILED
STATUTORY
EXTENSION REQUESTED

RETURN TO:

BUSINESS NAME: _____
 TRADING AS NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: ___ ZIP _____

ROSS W D'URSO
 COMMISSIONER OF THE REVENUE
 PO BOX 149
 WARRENTON, VA 20188-0149



QUESTIONS?
 (540) 422-8166

**DUE DATE
 ANNUALLY BY
 MARCH 15**

ACCOUNT:	SSN1/ FEIN 1:	SSN2/ FEIN 2:	TYPE: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other
PLEASE IDENTIFY BUSINESS LOCATION (E911 ADDRESS)			
NATURE OF BUSINESS	BUSINESS LICENSE ACCT#		
DATE BEGAN BUSINESS IN COUNTY/TOWN NEW BUSINESS ONLY	DATE BUSINESS CLOSED IN COUNTY/TOWN	DISTRICT	

PART I BUSINESS EQUIPMENT PROPERTY SCHEDULE SUMMARY - Attach an itemized listing of property owned on January 1, 2016.

ACQUIRED DATE	(A) COST REPORTED ON PRIOR YEAR'S RETURN NEW ACQUISITIONS >>>	(B) ADDITIONS/ TRANSFERS IN	(C) SOLD/DISPOSALS/ TRANSFERS OUT	(D) (=A+B-C) CURRENT YEAR'S COST	%	OFFICE USE ONLY
2015					70%	
2014					60%	
2013					50%	
2012					40%	
2011					30%	
2010					20%	
2009 & PRIOR					10%	
OFFICE USE						

PART II COMPUTER EQUIPMENT PROPERTY SCHEDULE SUMMARY - Attach an itemized listing of property owned on January 1, 2016.

ACQUIRED DATE	(A) COST REPORTED ON PRIOR YEAR'S RETURN NEW ACQUISITIONS >>>	(B) ADDITIONS/ TRANSFERS IN	(C) SOLD/DISPOSALS/ TRANSFERS OUT	(D) (=A+B-C) CURRENT YEAR'S COST	%	OFFICE USE ONLY
2015					60%	
2014					40%	
2013					20%	
2012					10%	
2011					10%	
2010					10%	
2009 & PRIOR					10%	
OFFICE USE						

PART III LEASED PROPERTY - LIST ALL TANGIBLE PERSONAL PROPERTY (EXCEPT VEHICLES) LEASED, RENTED OR HELD FROM OTHERS. (Continue on back if necessary.)

NAME OF OWNER:	SSN/FEIN:	OWNER ADDRESS:	DESCRIPTION OF ITEM:
LEASE/CONTRACT #:	COST AT PURCHASE:	ANNUAL RENT:	LEASE TERM/YEAR PUT INTO USE:

I declare under the penalties provided by law that this return, including any accompanying schedule(s) and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return. I understand that a 10% late filing penalty will be imposed on my tax bill if this form is filed after March 15. NOTE: It is a misdemeanor for any person willfully to subscribe a return which he/she does not believe to be true and correct as to every material matter. (Code of VA, SEC 58.1-11)

X SIGNATURE OF TAXPAYER	PRINT NAME	DATE	DAYTIME PHONE NUMBER
SIGNATURE OF THIRD PARTY TAX PREPARER	PRINT NAME	DATE	DAYTIME PHONE NUMBER
PRINT FIRM NAME/ADDRESS OF THIRD PARTY TAX PREPARER		NAME OF CONTACT PERSON & PHONE #/EMAIL ADDRESS OPTIONAL	

LIST ASSETS ON BACK

LEASED PROPERTY (Con't)

NAME OF OWNER:	SSN/FEIN:	OWNER ADDRESS:	DESCRIPTION OF ITEM:
LEASE/CONTRACT #:	COST AT PURCHASE:	ANNUAL RENT:	LEASE TERM/YEAR PUT INTO USE:

NAME OF OWNER:	SSN/FEIN:	OWNER ADDRESS:	DESCRIPTION OF ITEM:
LEASE/CONTRACT #:	COST AT PURCHASE:	ANNUAL RENT:	LEASE TERM/YEAR PUT INTO USE:

NAME OF OWNER:	SSN/FEIN:	OWNER ADDRESS:	DESCRIPTION OF ITEM:
LEASE/CONTRACT #:	COST AT PURCHASE:	ANNUAL RENT:	LEASE TERM/YEAR PUT INTO USE:

PROPERTY SCHEDULE

This schedule is provided for your use if you need it. If you are providing your own schedule or using this one, please be sure to include the name of the items, cost and acquisition date. **List all tangible personal property and list all computer equipment.**

NOTE: Cost to be reported is the total original cost, whether fully depreciated or not for federal income tax purposes. In the event there was no cost for acquisition, provide an estimate of fair market value at the time of acquisition.

Items of personal ownership used in the business are considered converted to business use and are subject to taxation.

LIST TANGIBLE PERSONAL PROPERTY LIST ALL YEAR PURCHASES - NOT JUST CURRENT YEAR	COST	ACQUISITION DATE (PLEASE GROUP BY YEAR)	LIST TANGIBLE PERSONAL PROPERTY LIST ALL YEAR PURCHASES - NOT JUST CURRENT YEAR	COST	ACQUISITION DATE (PLEASE GROUP BY YEAR)
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		
LIST COMPUTER EQUIPMENT LIST ALL YEAR PURCHASES - NOT JUST CURRENT YEAR	COST	ACQUISITION DATE (PLEASE GROUP BY YEAR)	LIST COMPUTER EQUIPMENT LIST ALL YEAR PURCHASES - NOT JUST CURRENT YEAR	COST	ACQUISITION DATE (PLEASE GROUP BY YEAR)
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8			16		

FAUQUIER COUNTY - BUSINESS PERSONAL PROPERTY DECLARATION INSTRUCTIONS

What is this form? This is your Business Tangible Personal Property Declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. See, Va. Code Section 58.1-3503.

What should I do with it? First, take a look at the preprinted ownership information for accuracy, then follow the instructions for Parts I & II where applicable. You need to provide a detailed schedule of all personal property, including leasehold improvements, used in your business. That schedule should include the name of item, acquisition date and cost (whether fully depreciated or not for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition. Do not write "SAME AS LAST YEAR." If "NONE" or "NO PROPERTY TO REPORT" please provide an explanation of why there is no property to report.

Am I required to file this form? If you conducted business as an individual, partnership or corporation, or if you own leased business equipment in Fauquier County on January 1 of this year you must complete and file this return.

When is it due? The form and associated schedules/property lists are due no later than **March 15**. If you file late or not at all, by law a 10% penalty will be added to your bill.

What if I can't get this back on time? If you are unable to file by March 15, a request for a 30-day extension can be made in writing to the Commissioner of the Revenue. It must be made prior to March 15.

Where do I return it? Completed returns may be delivered or mailed to the Commissioner of the Revenue, Attention Personal Property Division, PO Box 149, Warrenton, Virginia 20188-0149. The office is located at 29 Ashby Street, Warrenton.

What happens if I don't do anything? Since the assessment is based on the information and schedule(s) that you provide, an assessment will be made by means of percentage of original cost and/or fair market value. If no information is provided, however, the Commissioner of the Revenue is required by law to assess the property based on the best information available, which will result in a tax due on October 5. This is called a statutory assessment. See, Va. Code Section 58.1-3519.

I need help! Additional forms, information and assistance are available at the Commissioner of the Revenue Office located at 29 Ashby Street, Warrenton or you may call (540) 422-8166.

Instructions

Ownership Information: This area provides ownership and location information. Make sure all preprinted information is correct and complete. Providing business location will assist in establishing a correct district. Providing nature of business will assist in determining the proper classification, (i.e., business, manufacturer, rental, etc.). Please be sure to check either individual, corporation, partnership, LLC or signify other. If only one partner's name is listed or if corporation name is not complete, please correct and provide complete information.

PART I & PART II

Property Summary:

Column A: This column will contain the total original cost of all business equipment acquired during the captioned year. If the figures are preprinted they should be verified by you and supported by an attached schedule. If the column is blank or you are a first year filer please enter the total original cost of your equipment and submit supporting schedules. **Note:** A blank schedule is provided for your use if you need it.

Column B: Use this column to report new purchases or personal property converted/transferred to business use.

Column C: Use this column to report any property disposed of.

Column D: Use to report CURRENT YEAR'S COST.

EXAMPLE: A prior year in Part II, Column A shows \$4,300 but you no longer have the Personal Computer bought that year which cost \$2,000. In Column C \$2,000 should be reported as SOLD/DISPOSALS/TRANSFERS-OUT; $\$4,300 - \$2,000 = \$2,300$ should be reported in Column D.

Assessment will be percentage(s) of total cost or \$250 minimum assessment, whichever is greater.

PART III

Leased Property: List all tangible personal property leased, rented or held from others (even if held without monetary compensation). See, Va. Code Section 58.1-3518.

OTHER IMPORTANT ITEMS: Upon receipt, all returns are reviewed for completeness. If return is sent back for insufficient data, the return will be treated as if it had not been filed and will be subject to a late filing penalty unless re-filed on time.

Supplying the county with Employer's ID Number is voluntary. Use of the individual taxpayer's social security number is for informational purposes only.

A county business license must be obtained from the Commissioner's office when beginning a business in the county (540) 422-8166. When beginning a business in a town, a town license is required. Warrenton (540) 347-1101, The Plains (540) 364-4945, Remington (540) 439-3220. **No business license is required for a manufacturer.**