

2006

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY AND MACHINERY AND TOOLS
FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION, 12000 GOVERNMENT CENTER PARKWAY, SUITE 223, FAIRFAX, VA 22035
PHONE: 703-222-8234 FAX: 703-324-3500 OR 703-324-3505 WEB SITE: www.fairfaxcounty.gov/dta

Current Business Location

STREET # _____ STREET NAME _____ UNIT/SUITE _____
 CITY _____ STATE _____ ZIP _____

Business Location
1/1/2006

STREET # _____ STREET NAME _____ UNIT/SUITE _____
 CITY _____ STATE _____ ZIP _____

Check Box if Out of Business

Date Business Ended in Fairfax County: _____

Date Business Began in Fairfax County: _____

Federal I.D./Employer I.D. # : _____

DATE RECEIVED			
SIC CODE			
ACCOUNT NUMBER			
RC	PP	LIC	BDB
HARDCOPY			
CD OR DISK			

Owner Name _____ Mailing Address _____

Trade Name _____

Schedule 1	Report the total cost, by year of all personal property (except computer equipment listed in Schedule 2) owned and located in Fairfax County on January 1, 2006 (See Instructions on Page 2).			PROPERTY NUMBER
YEAR PURCHASED * and prior years	COST OF PROPERTY REPORTED IN 2005	ENTER COST OF PROPERTY BY YEAR OF PURCHASE		TOTAL
		DISPOSED	ACQUIRED	
Property purchased in 2005				80%
Property purchased in 2004				70%
Property purchased in 2003				60%
Property purchased in 2002				50%
Property purchased in 2001				40%
Property purchased in 2000				30%
Property purchased in 1999 *				20%

Schedule 2	Report the total cost, by year of all computer equipment owned and located in Fairfax County on January 1, 2006 (See Instructions on Page 2).			PROPERTY NUMBER
YEAR PURCHASED * and prior years	COST OF PROPERTY REPORTED IN 2005	ENTER COST OF PROPERTY BY YEAR OF PURCHASE		TOTAL
		DISPOSED	ACQUIRED	
Property purchased in 2005				50%
Property purchased in 2004				35%
Property purchased in 2003				20%
Property purchased in 2002				10%
Property purchased in 2001*				2%

Important Information:

- Complete Schedules 1 & 2 above. NOTE: If this information is not provided as prescribed, the form will be considered incomplete and will be returned. If applicable, late filing penalties will be applied. As required in the Code of Virginia Section 58.1-3518 business tangible personal property tax returns shall include information as to the total of original cost by year of purchase. The cost should be the original capitalized cost or the cost that would have been capitalized if the expense deduction in lieu of depreciation was elected under Section 179 of the Internal Revenue Code.
- Every person who leases any equipment shall file a return giving the name and address of the owner. Please do not include leased vehicles. Please complete Schedule 3 located on the back of this return.
- A complete fixed asset listing of all personal property must be furnished. Incomplete forms may be returned. Penalties may apply.
- If the fixed asset listing is maintained in any electronic format or database, please submit the required fixed asset listing on a CD or diskette.

Please contact us if you have any questions in this regard.

IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON WILLFULLY TO SUBSCRIBE AN APPLICATION THAT HE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER (CODE OF VA SEC 58.1-11) DECLARATION: I declare that the statement and figures herein given are true, full, and correct to the best of my knowledge and belief.

Taxpayer's Signature: _____ Telephone #: _____
 Print Name: _____ Fax #: _____
 Date: _____ E-Mail: _____

Schedule 3: LEASED PROPERTY: LIST BELOW ALL OPERATING LEASES FOR PERSONAL PROPERTY LEASED OR RENTED FROM OTHERS. CAPITALIZED LEASES ARE TO BE REPORTED ON SCHEDULE 1 OR SCHEDULE 2 DEPENDING ON TYPE OF PROPERTY. A COPY OF THE LEASE AGREEMENT MAY BE FURNISHED IN LIEU OF THE LISTING.

NAME OF OWNERS	ADDRESS OF OWNERS	TYPE OF EQUIPMENT	DATE OF LEASE	QUOTED PURCHASE PRICE OF EQUIPMENT

General Information

- The purpose of this form is to report the total purchase cost of all owned, leased, or rented business property located in Fairfax County on January 1st. Section 58.1-3109(6) Code of Virginia requires taxpayers or their agents to furnish information relating to tangible personal property, and requires such persons to furnish access to their books of accounts or other papers and records for the purpose of verifying information necessary to make a complete and accurate assessment.
- All owned assets must be reported even if fully depreciated or expensed for accounting purposes. Capitalized leases are treated as owned property and are to be included in either Schedule 1 or 2 depending on the type of property. All other leased or rented property is reported in Schedule 3. Sales tax, freight, set-up and installation costs are considered part of the original cost of the asset and must be reported.
- Automobiles, Trucks, Vans, Motorcycles, RVs, Campers, Boats, Boat Motors, Airplanes, and Mobile Homes must be reported separately on a Personal Property Vehicle registration form. Do not report them on this form.
- Property reported on this form is not proratable, thus the property is taxed for the entire year even if sold or moved out of the County after January 1st.
- To avoid late filing penalty (10%), this completed filing must be postmarked or returned no later than May 1, 2006, to the Department of Tax Administration, 12000 Government Center Parkway, Suite 223, Fairfax, Virginia 22035.
- Please do not include payment with your return. You will be billed.

Completing the Form

- Complete this form in its entirety. If information is preprinted, please review for accuracy. Make any changes in “Disposed” or “Acquired” columns. Do not alter the preprinted dollar amount figures located in column 1 of Schedule 1 or 2 (cost of property as reported in 2005).
- **Schedule 1** – Report the total purchase cost of all tangible personal property (except computer and motor vehicles) located in Fairfax County on January 1, of each year, including but not limited to furniture, equipment and tools used in any business or profession, machines and tools, trunk and feeder cables, and studio equipment of cable television businesses.
- **Schedule 2** – Report the total purchase cost of **computers and computer equipment** (mainframe, mid-range, personal computers and computer peripherals, i.e., printers, plotters, external modems, etc.) located in Fairfax County on January 1, of each year. Do not report application software, such as accounting, inventory, or sales tracking software. Only report operating software, such as Windows, Unix, or Linux.
- **Schedule 3** – Report non-capitalized leased property. Section 58.1-3518 Code of Virginia requires lessees to report all tangible personal property leased from others. Also complete if business is operated from leased premises by giving name and address of owner.
- Leasing firms (lessors) must file a return in their own name. To ensure proper assessment use Schedule 1 for furniture and fixtures and Schedule 2 for computer equipment.
- A complete itemized listing detailing all the tangible property reported owned by your company as filed on this form must be furnished. The data should include a description of the asset, the original purchase cost, and the year acquired. Leasing firms (lessors) should also include the name and address of the lessee. This information should be provided in **both** a printed format and a format that can be used in EXCEL 3.0 or later. The electronic data should be provided on either a diskette or CD-ROM.
- **Purchase cost is the full capitalized or expensed original cost including sales tax, freight and installation of all tangible personal property.**