



FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

2025 NEW BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

Owner Name / Trade Name _____ / _____

Mailing Address _____

Location Address _____

Date Business Began: _____

Federal ID: _____

NAICS: _____

Report the total original cost by year of all tangible personal property owned and located in the County as of January 1, 2025. Additional instructions on the back. Detailed Asset List Required.

Schedule 1- Furniture & Fixtures

| Year Acquired | Enter Below the Original Cost Values, Before Depreciation | Deprecation Rate | Office Use Only |
|---------------|---|------------------|-----------------|
| 2024 | | 80% | |
| 2023 | | 70% | |
| 2022 | | 60% | |
| 2021 | | 50% | |
| 2020 | | 40% | |
| 2019 | | 30% | |
| 2018/Prior | | 20% | |

Report the total original cost by year of all computer equipment owned and located in the County as of January 1, 2025. Additional instructions on the back. Detailed Asset List Required.

Schedule 2- Computer Equipment

| Year Acquired | Enter Below the Original Cost Values, Before Depreciation | Deprecation Rate | Office Use Only |
|---------------|---|------------------|-----------------|
| 2024 | | 50% | |
| 2023 | | 35% | |
| 2022 | | 20% | |
| 2021 | | 10% | |
| 2020/Prior | | 2% | |

List all business tangible personal property leased from others. Capitalized leases are to be reported on Sch. 1 or 2. Additional instructions on the back. Lease Agreement & Detailed Asset List Required.

Schedule 3- Leased Tangible Property (Exclude Real Estate & Vehicles)

| | | | | | |
|-------------------------|--|-----------------|--|---|-----|
| Name of Lessor | | Address | | | |
| Description of Property | | Start Date | / / | End Date | / / |
| Original Cost | | Purchase Option | <input type="checkbox"/> Fair Market Value | <input type="checkbox"/> Bargain Buyout | |

Pursuant to the Code of Virginia Section §58.1-11 it is a Class 1 misdemeanor for any person to willfully subscribe inaccurate information as true and accurate on this application.

Signature: _____ Name/Position: _____

Date: _____ Email: _____ Phone: _____

Office Use Only

Date Received: _____

Reviewed by: _____

Acc#: _____

GENERAL INFORMATION

MUST FILE BY MAY 1, 2025

TAXES DUE ON OCTOBER 5, 2025

- The purpose of this return is to report the total original cost of all owned, leased, or rented tangible business property located in Fairfax County as of January 1.
- All owned assets must be reported at the original capitalized cost or the cost that would have been capitalized if the expense deduction, in lieu of depreciation, was elected per §179 of the Internal Revenue Code. The original cost includes sales tax, freight, setup, and installation of all tangible personal property.
- § 58.1-3109(6) of the Code of Virginia requires taxpayers, or their agents, to furnish information relating to tangible or intangible business 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.
- Automobiles, trucks, vans, motorcycles, RVs, campers, boats, 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 non-proratable and is taxed for the entire year even if sold or moved out of the county after January 1. County Ordinance § 4-17.1-5(F).
- Businesses located in the Towns of Clifton, Herndon, or Vienna are required to file with Fairfax County.
- A 10% late filing penalty will be assessed for each schedule if not filed or postmarked by **May 1, 2025**.

INSTRUCTIONS

Complete Schedules 1, 2 & 3 and attach a detailed asset listing of all property (tangible & intangible) owned by your company and located in Fairfax County as of January 1. **The data should include description of the asset, original cost, and year acquired. If this information is not provided as prescribed, the form will be considered incomplete, and late filing penalties will be applied.** Capitalized leases are treated as owned property and must be included in either Schedule 1 or 2, depending on the type of property. All leased or rented property must be reported in Schedule 3.

Schedule 1 – Report the total original cost of all tangible personal property (except computer equipment and motor vehicles) located in Fairfax County as of January 1 of each year, including but not limited to furniture, equipment, tools, and signs used in any business or profession, artwork, trunk and feeder cables, and studio equipment of cable television businesses. Telephones, cell phones, and other telecommunications equipment, medical equipment, audio/visual equipment, multi-functional printers, and security systems are reported on Schedule 1.

Schedule 2 – Report the total original cost of computer equipment (mainframe, PCs and peripherals, i.e., desktop printers, desktop scanners, monitors, modems, etc.) located in Fairfax County as of January 1 of each year. Only report operating software required to operate systems. Do not report application software, such as Excel, Word, accounting, inventory, or sales tracking software.

Schedule 3 – Report all leased equipment and provide copies of lease agreements. Code of Virginia § 58.1-3518 requires lessees to report all tangible personal property leased from others. Leasing firms must file a return in their own name and should include the name and address of the lessee. This information should be provided in a printed or electronic media form. Incomplete filings will be returned.

Address: 12000 Government Center Pkwy # 223
Fairfax, VA 22035

Email: dtappdbusiness@fairfaxcounty.gov

Website: www.fairfaxcounty.gov/taxes/business

Customer Service Call Center & Walk-In
Monday – Friday 8:00 AM - 4:30 PM

Phone: 703-222-8234 (Option 4) TTY:711