



Commissioner of the Revenue
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 Orange VA 22960-0227
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2020

ORANGE COUNTY
RETURN OF BUSINESS PERSONAL
PROPERTY AND MACHINERY & TOOLS
 FILE ON OR BEFORE MAY 1, 2020

Location of Business on January 1, 2020
 COUNTY TOWN OF ORANGE TOWN OF GORDONSVILLE

Return To:



COMMISSIONER OF THE REVENUE
 PO BOX 389
 ORANGE VA 22960-0227

ACCOUNT NUMBER	
FEIN/Taxpayer Social Security Number	
Co-Taxpayer Social Security Number	
Business Start Date in Orange	

Business Cease Date	
Physical Address of Property	
Nature of Business	
Business Telephone Number	

PLEASE READ INSTRUCTIONS (FRONT AND BACK) CAREFULLY BEFORE COMPLETING.

1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, & TOOLS:

Report below the total original cost of all furniture, equipment, computers, printers, fixtures, hand power tools, office machines, business/mobile telephones, books, signs, and all other tangible property used in business, including those fully depreciated.

2. MACHINERY AND TOOLS:

Report below the total original cost of all machinery and tools used in manufacturing, mining, processing, reprocessing, radio, television broadcasting, dry cleaning, commercial laundry business and car wash equipment including those fully depreciated. Energy Conversion Equipment of MANUFACTURERS (Section 58.1-3662) Generating and Cogeneration Equipment of MANUFACTURERS (Section 58.1-3662)

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2019	_____	x .65	_____
2018	_____	x .60	_____
2017	_____	x .55	_____
2016	_____	x .50	_____
2015	_____	x .45	_____
2014	_____	x .40	_____
2013	_____	x .37	_____
2012	_____	x .34	_____
2011	_____	x .31	_____
2010	_____	x .28	_____
Prior Years	_____	x .25	_____
Total			_____

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2019	_____	x .75	_____
2018	_____	x .70	_____
2017	_____	x .65	_____
2016	_____	x .60	_____
2015	_____	x .55	_____
2014	_____	x .50	_____
2013	_____	x .45	_____
2012	_____	x .40	_____
2011	_____	x .35	_____
2010	_____	x .30	_____
Prior Years	_____	x .25	_____
Total			_____

3. MERCHANT'S CAPITAL
 (To be reported if taxpayer is a retail merchant)

	COST	For Office Use
Inventory of stock on hand 12-31-2019		

See reverse side for other equipment, mobile offices and for declaration and signature.

**TO AVOID STATUTORY ASSESSMENT
THIS FORM MUST BE RETURNED**

YOU MUST INCLUDE THE FOLLOWING WITH YOUR RETURN:
 (1) An Itemized list of all property reported, date acquired and cost.
 (2) A copy of the depreciation schedule (FORM 4562) from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please initial here: _____

4. LEASED PROPERTY: List all Tangible Personal Property (except vehicles) leased or rented from others as of January 1 (Virginia Code § 58.1-3518). Attach separate sheet if more space is required.

FROM LEASE AGREEMENT

Name of Owner (Lessor)	Address of Owner / Phone Number	Start / End Dates of Lessee	Description of Item	Quoted Purchase Price

MACHINERY FOR NON-FARM USE/HEAVY EQUIPMENT BY A BUSINESS

	MAKE	YEAR	MODEL	DATE PURCHASED	ORIGINAL COST	OFFICE USE ONLY
Tractors/Heavy Equip.						
Tractors/Heavy Equip.						
Tractors/Heavy Equip.						
Misc. Machinery/Equipment						
Misc. Machinery/Equipment						
Misc. Machinery/Equipment						
TOTAL VALUE OF ALL NON FARM PROPERTY/HEAVY EQUIP. (Attach sheet if necessary)						

MOBILE OFFICE

MANUFACTURER	YEAR	LENGTH & WIDTH	DATE PURCHASED	COST	OFFICE USE ONLY

If necessary, please attach a sheet for any additional mobile offices.

**ORANGE COUNTY BUSINESS PERSONAL PROPERTY AND
MACHINERY & TOOLS INSTRUCTIONS**

What is this form? This is your Business Personal Property declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. Machinery and Tools used in manufacturing, mining, processing, reprocessing, radio or television broadcasting, dry cleaning or laundry business are to be listed and segregated as a separate class (VA Code Sec. 58.1-3507).

What should I do with it? First take a look at the preprinted ownership information for accuracy. Then follow the instructions for each box where applicable. You need to provide a depreciation schedule or complete list of all property used in your business. The list should include the name of the 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. The percentages set forth herein are used as guidelines. The Commissioner of the Revenue will consider properly documented valuation data on a property-specific basis.

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 Orange County on January 1 of this year, you must complete and return this form.

When is it due? The form and associated schedules/property lists are due no later than May 1st. If you are unable to file by May 1st, you may request a 30 day extension. The request must be in writing to the Commissioner of the Revenue and must be made prior to May 1st.

What happens if I do nothing? Since the assessment is based on 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, the Commissioner of the Revenue is required by law to assess property based on the best information available, which will result in a tax bill due. This is called a statutory assessment (VA Code Sec. 58.1-3519).

How can I get help? Additional forms, information and assistance are provided by the Commissioner of the Revenue office located at 112 W. Main Street, Orange, VA or you may call (540) 672-4441.

IMPORTANT, PLEASE NOTE: If "zero" or "none" is listed, please attach an explanation describing how you are able to operate a business without tangible personal property.

It is a Class 1 Misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter. (Code of Virginia § 58.1-11)

DECLARATION: I declare that the statements and figures hereon are true, full and correct to the best of my knowledge and belief.

SIGNATURE OF TAXPAYER _____

DATE _____