City of Harrisonburg, Virginia

Return of Business Tangible Personal Property

For assets used or available for use as of January 1, 2013

FILE ON OR BEFORE MARCH 31, 2013

2013

June W. Hosaflook, MCR
Commissioner of the Revenue

PLEASE PRINT ALL INFORMATION	OFFICE-ASSIGNED ACCOUNT #

Please do not write in SHADED areas

Auditor	A/A	S/A	LFP	Ext.	Date Filed

TAX YEAR END _____ MO. / DAY

BUSINESS PHONE _____

MOBILE PHONE _____

FAX # _____

WEB SITE _____

EMAIL _____

DATE BUSINESS BEGAN* _____

DATE OUT OF BUSINESS* _____

*In the City of Harrisonburg

NAME

TRADE NAME

MAILING ADDRESS

TYPE OF BUSINESS

PROPERTY ADDRESS

TAX ID NUMBER

TANGIBLE PERSONAL PROPERTY OWNED AND USED (OR AVAILABLE FOR USE) AS OF JANUARY 1, 2013:

(PLEASE READ INSTRUCTIONS ON BACK CAREFULLY BEFORE COMPLETING SECTIONS 1 & 2.)

1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, AND TOOLS. Report below the cost of all furniture, trade fixtures, equipment, hand and/or power tools, copiers and other office machines, business telephones and mobile telephones, books, signs, and any other tangible personal property (except computer equipment reported in Section 2 and certified short-term rental property).

Year Acquired	Cost	%	Assessed Value
2012		x 90% =	
2011		x 80% =	
2010		x 70% =	
2009		x 60% =	
2008		x 50% =	
2007		x 40% =	
2006 **& Prior**		x 30% =	
Total			1.

2. COMPUTER EQUIPMENT. Report below the cost of all computer equipment, including mainframe and personal computers, PDAs, monitors, CPUs, servers, uninterrupted power supplies, disk drives, operational software, and peripheral equipment including touch-screens, printers, scanners, memory cards, and cables. Also include computer network equipment, POS equipment, "self-service" web or computer kiosks.

Year Acquired	Cost	%	Assessed Value
2012		x 70% =	
2011		x 50% =	
2010		x 30% =	
2009		x 15% =	
2008		x 10% =	
2007		x 5% =	
2006 **& Prior**		x 2% =	
Total			2.

Note: If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year, and date of change) supporting these differences.

Total Assessed Value (add boxes 1 & 2)
(Round to the nearest $100)

$

THIS IS NOT YOUR TAX.
Do not send money with this return. You will be billed later for the tax.

3. TANGIBLE PERSONAL PROPERTY LEASED, RENTED, OR BORROWED FROM OTHERS AS OF JANUARY 1, 2013

Name and Address of Owner	Start/End Dates	Description	Original Cost	Purchase Option
				☐ Bargain (e.g., $1) Buyout ☐ Fair Market Value

Attach schedule if more space is required.

YOU MUST INCLUDE BOTH OF THE FOLLOWING WITH YOUR RETURN:

(1) An itemized list of all personal property reported (see back of return)

(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 check here: ☐

Return to: City of Harrisonburg
Office of the Commissioner of the Revenue
Municipal Building, 345 S. Main St.
P. O. Box 20031, Harrisonburg, VA 22801-7531
Phone (540) 432-7704 Fax (540) 432-7781
ctycomm@harrisonburgva.gov

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§58.1-11, Code of Virginia)

Please Print Name

Signature of Taxpayer

Date

4. FARM MACHINERY AND IMPLEMENTS

Description	Original Cost	Date Acquired	Assessed Value

5. FARM ANIMALS

Description	Original Cost	Date Acquired	Assessed Value
Riding horses, ponies, etc.			
Cattle			
Sheep and goats			
Hogs			
Poultry: chickens, turkeys, ducks, geese, etc.			

INSTRUCTIONS

As stipulated in § 58.1-3518 of the Code of Virginia, it is the responsibility of every taxpayer who owns, leases, rents, or borrows tangible personal property that was used or available for use in a business and was located in Harrisonburg, Virginia, on January 1, 2013, to report such property on this return. *If you acquired and/or capitalized any property* ***on*** *January 1, 2013, this property will be assessed at 90% of the cost. Include the cost and assessed value in the totals for sections 1 and 2. Please make a notation on the "Total" line that these assets are included there.*

This property must be reported in Section 1, 2, or 3 of this return, and is not limited to, but must include, personal property that has been expensed or fully depreciated on a federal income tax return. DO NOT REPORT MOTOR VEHICLES, TRAILERS, BOATS, MANUFACTURED HOMES, OR AIRCRAFT ON THIS RETURN.

Property must be reported at its actual cost before any allowance for trade-in or depreciation. The cost figures must be reported on a calendar-year basis.

IF YOU OWN NO BUSINESS TANGIBLE PERSONAL PROPERTY, YOU MUST STILL FILE A RETURN; please enter "NONE" in Sections 1 and 2 of this form and provide an explanation as to how your business is conducted without the use of property.

Section 1 – Report in this section the cost of all tangible personal property that is owned or being paid for by installment payments by the taxpayer filing this return. This section is, in general, reserved for such personal property as furniture, trade fixtures, office machines and equipment, tools, and some leasehold improvements. Also report in this section all types of fixed and portable signs (banners, directories, plaques, etc.). Do not report in Section 1 computer equipment (as defined in Section 2), certified short-term rental property or personal property that is leased, rented, or borrowed from others.

Section 2 – Report in this section the cost of all home/office or mainframe computer equipment that is owned or being paid for by installment payments by the taxpayer filing this return. This section is reserved for computer hardware, peripheral equipment, and operation software (e.g., Microsoft Windows). DO NOT INCLUDE APPLICATION SOFTWARE (e.g., Microsoft Word and Excel). Leasing companies that manufacture the personal property that is required to be reported in Sections 1 or 2 must report the commercial retail selling price new for which the property would be sold if it were available for sale. The selling price should be entered on the line corresponding with the year in which the property was manufactured. Those companies that purchase the property that is being reported must enter in Section 1 or 2, as appropriate, the original purchase cost on the line corresponding with the year in which the property was purchased.

NOTE: An explanation must be provided with this return if there is a difference between the reported yearly cost figures shown in Sections 1 and 2 of this return and your 2012 return.

Calculate the assessed value of the property reported in Sections 1 and 2 by multiplying the cost figures by the assessment percentages listed. Total the assessed values in Sections 1 and 2 and enter the result in the box provided below Section 2, rounding to the nearest $100.

Section 3 – Report in this section all tangible personal property that is leased, rented, or borrowed from others as required by §58.1-3518 of the Code of Virginia. Please review the terms of each lease to determine if it is a true lease. A "lease-purchase" ("capital lease"), usually non-cancelable and characterized by a nominal (often $1.00) buyout provision, is actually a financing arrangement and should be reported in Section 1 or 2, not in Section 3. Please call this office if you have any questions. Please enter "None" if this is not applicable.

LATE FILING PENALTY – A late filing penalty of 10% will be imposed if this return is not filed or postmarked by March 31, 2013.

ITEMIZED LIST OF ALL TANGIBLE PERSONAL PROPERTY REPORTED IN SECTIONS 1 AND 2

Original Purchase Year	Actual Cost	Description of Each Item	If applicable	
			Date Moved or Transferred In	Date Disposed or Transferred Out
		-- Please attach a schedule in this format with the pertinent information. --		

***** Please note that the Code of Virginia does not permit localities to prorate business tangible personal property taxes *****