



COUNTY OF WARREN, VIRGINIA
Sherry T. Sours, MCR
Commissioner of the Revenue

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Office Use Only
Received Date: _____
Reviewed by: _____

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY- TAX YEAR 2020 – Due February 15, 2020

Owner: _____
 Business Name: _____
 Address: _____
 Location of Business: _____
 Out of Business: _____

FEIN/SS: _____
EMAIL: _____
ACCT# _____

Please read instructions on back. All expensed or fully depreciated assets owned by the business as of January 1 should be included in the original cost, regardless of the date of acquisition. Please attach an itemized list of equipment. (Return will be considered incomplete without itemized listing)

I. BUSINESS EQUIPMENT						
PURCHASE DATE	ORIGINAL COST	Description of Item(s) Acquired	<i>Items Disposed/ Original Cost</i>	OFFICE USE ONLY	%	OFFICE USE ONLY
2019					70%	
2018					60%	
2017					50%	
2016					40%	
2015					30%	
2014					20%	
2013 & Prior					10%	

II. TAXPAYER SIGNATURE & INFORMATION	
I DECLARE THAT THE STATEMENTS AND FIGURES HEREIN GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.	ENTER A NAME, PHONE NUMBER AND LOCATION OF THE RECORDS SHOULD WE HAVE ANY QUESTIONS CONCERNING THIS RETURN.
NAME OF OFFICER SIGNING THE RETURN	CONTACT NAME & TITLE
OFFICER'S SIGNATURE	PHONE#
TITLE OF OFFICER	EMAIL
DATE OF SIGNATURE	LOCATION OF RECORDS

SEE BACK OF RETURN

III. LEASED EQUIPMENT				
List all tangible personal property leased or rented from others which was located in Warren County on January 1, 2020. Attach separate sheet if necessary.				
NAME OF LESSOR	ADDRESS OF LESSOR	DESCRIPTION OF EQUIPMENT & LEASE ID#	START & END DATE OF LEASE	PURCHASE PRICE

IV. PAID PREPARER INFORMATION	
NAME OF PAID PREPARER	DATE FORM COMPLETED
PAID PREPARER'S SIGNATURE	
NAME OF FIRM OR NAME OF PAID PREPARER IF SELF EMPLOYED/ADDRESS/ZIP CODE	
PAID PREPARER'S PHONE#/E-MAIL ADDRESS	

In accordance with Virginia Code §58.1-3518, it is the responsibility of every taxpayer who owns, leases, rents or borrows tangible personal property which is used or is available for use in a business and which is located in Warren County as of January 1 to report such property on this return.

Please print all information, except signatures, on this form using a medium point pen in blue or black ink. The forms are now scanned and retained as an electronic image.

The Office of the Commissioner of the Revenue is located at 220 N. Commerce Ave Suite 900; Front Royal, VA 22630.

INSTRUCTIONS

SECTION I – BUSINESS EQUIPMENT - Enter the original cost, capitalized or expensed, of **all tangible personal property** that is owned or being paid in installments by the taxpayer. List the cost by year of purchase for property such as furniture, fixtures, non-manufacturing tools, equipment, office machines, computers, and signs both fixed and portable. **{Attach a detailed itemized listing of all tangible personal property located in Warren County on January 1.}**

Some common examples of business equipment are hand held tools, power tools, copiers, fax machines, desks, chairs, cubicle partitions, telephones, filing cabinets, computers, computer desks, book shelves, adding machines, pictures, shelves, pallet jacks, forklifts, excavating equipment, generators, ladders, fixed or portable signs, digital cameras, televisions, DVD players, etc.

SECTION II – TAXPAYER & SIGNATURES – Complete as requested.

SECTION III – LEASED EQUIPMENT – List or attach a schedule of all personal property leased, rented or borrowed from others in accordance with Virginia State Code §58.1-3518.

SECTION IV – PAID PREPARER INFORMATION - Complete as requested.