



County of Northampton

Commissioner of the Revenue

PO Box 65

Eastville, VA 23347-0065

Phone (757) 678-0446 ext 1 Fax: (757) 678-0483

Email: cgray@co.northampton.va.us

2012

RETURN OF TANGIBLE BUSINESS PROPERTY FOR BUSINESSES AND PROFESSIONS

IMPORTANT: COMPLETE, SIGN AND RETURN ON OR BEFORE MAY 1, 2012 PENALTY FOR LATE FILING IS 10%

Business Address (if none, so state)

RETURN TO:

ANNE G. SAYERS COMMISSIONER OF THE REVENUE PO BOX 65 EASTVILLE, VA 23347-0065



Acct#: _____ Customer #: _____ Date Bus. Started in Northampton: _____

BUSINESS PERSONAL PROPERTY

Attach a complete itemized listing of all Personal Property showing the Date of Acquisition, Original Cost, and Date of Disposal

Schedule 1 All Computer Equipment. Table with columns: YEAR PURCHASED, ORIGINAL COST, ASSESSMENT, COMMISSIONER'S VALUE - FOR OFFICIAL USE ONLY. Rows for years 2011, 2010, 2009, 2008, 2007, 2006 and prior years.

Schedule 2 All Other Tangible Personal Property. Table with columns: YEAR PURCHASED, Business Furniture and Equipment (Section I), Equipment and Tools (Section II), Assessment, Commissioner's Value (FOR OFFICIAL USE) (Section I), Commissioner's Value (FOR OFFICIAL USE) (Section II). Rows for years 2011, 2010, 2009, 2008, 2007, 2006 and prior years.

Total of Schedules 1 & 2. Summary row with a dollar sign.

Schedule 3 Leased Equipment. Table with columns: DESCRIPTION, QUANTITY, NAME & ADDRESS OF LESSOR, PHONE.

UNSIGNED FORMS WILL BE RETURNED

VIRGINIA: I declare that the foregoing statement and figures are true, full, and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE _____ DATE _____

It is a Class 1 misdemeanor to make a false statement with intent to defraud if the amount of the tax lawfully assessed in connection with this return is more than \$1,000.00. It is a Class 3 misdemeanor to make a false statement with intent to defraud if the amount of the tax lawfully assessed in connection with this return is \$1,000.000 or less.

Please complete the following information so we can contact you if we have a question about your return.

CONTACT NAME _____ (PLEASE PRINT)

PHONE _____ FAX _____

EMAIL _____

FILE WITH: ANNE G. SAYERS, COMMISSIONER OF THE REVENUE, PO BOX 65, EASTVILLE, VA 23347-0065

ON OR BEFORE MAY 1ST TO AVOID LATE FILING PENALTY

SEE REVERSE SIDE FOR INSTRUCTIONS

CORPORATE OFFICERS

President: _____
Vice President: _____
Secretary/Treasurer: _____

INSTRUCTIONS

Who Must File a Return:

Every person owning Business Tangible Personal within the County of Northampton on January 1st must report it to the Commissioner of the Revenue on or before May 1 of the assessable year.

Machinery and Tools

Businesses that have been classified as a manufacturer, miner, radio or television broadcaster, or dry cleaner are required to report only machinery and tools

Furniture and Fixtures

All other businesses are required to report tangible personal property including furniture, fixtures, office equipment, machinery, shop equipment, and tools used in the business.

Itemized Listing

Furnish a complete itemized listing of all tangible personal property showing date of acquisition and original cost. All property must be reported even if it is fully depreciated for accounting purposes.

Reported Property Cannot be Prorated

All property is taxed for the entire year, even if it is sold or moved out of Northampton after January 1, 2012.

Attach a Copy of Your Most Recent Depreciation Schedule:

File with the Commissioner of the Revenue a copy of your most recent Depreciation Schedule submitted to Federal and State tax authorities.

Allowed Modifications:

If the Depreciation Schedule contains all personal property located in multiple localities. It is permissible to reflect only tangible personal property located in Northampton on January 1. List the totals on Schedule 1 and Schedule 2 for each year purchased. Sign and return this form and attached Depreciation Schedule to this office.

Complete Schedule 1:

Using your Federal or State Depreciation Schedule, report the full original cost (including expenses such as installation and freight) of computer equipment located in the County of Northampton, VA on January 1 of each year listed. Computer equipment is comprised of mainframes, mid-ranges, PCs and peripherals (i.e. routers, printers, plotters, modems, add-on equipment, etc.). Do not report application software (which is not taxable) such as custom or customized software, Word, Lotus, Excel, etc.

Complete Schedule 2:

Using your Federal or State Depreciation Schedule, report the full original cost (including expenses such as installation and freight) of all tangible personal property (except computer equipment identified in Schedule 1 and motor vehicles) located in the County of Northampton, VA, on January 1 of each year listed, including but not limited to furniture, fixtures, office equipment, machinery, shop equipment, and tools used in any business or profession.

Complete Schedule 3:

If applicable, report all leased property. Section 58.1-3518 Code of VA requires Lessees to report all tangible property leased from others. Attach a separate list if necessary.

Leasing Firms Must File a Return In Their Own Name:

To ensure proper assessments, use Schedule 1 for all Computer Equipment and Schedule 2 for All Other Personal Property owned by the Leasing Firm. Attach a separate list identifying the property, its full original cost, date purchased, and the name and address of the Lessee.

Conditional Sales Contract:

Property being paid for in installments will be assessed in the name of the person(s) possessing said property.

If Business is Closed:

If you are no longer in business, your lease has expired, your property has been disposed of, etc., please indicate in a letter to this office providing applicable dates.

To Avoid Late Filing Penalty (10%):

To avoid a 10% late filing penalty(\$10.00 minimum), this form must be postmarked or returned by May 1, 2012, to ANNE G. SAYERS, Commissioner of the Revenue, P.O. Box 65, Eastville, VA 23347.

Additional Information:

If you require additional information, contact the Business Tax Team by phone (757) 678-0446 x1 or by email: cgray@co.northampton.va.us