



2016 Business Personal Property Return

Finance Department, Revenue Administration Division, City of Alexandria
P. O. Box 178, Alexandria, VA 22313-1500
Phone: 703.746.3903 <http://alexandriava.gov/>

Business Location:

Filing Due Date:

May 2, 2016

Account Number:

Owner Name:

Business Phone No.:

Mailing Address:

Fax. No.:

Email Address:

Date Business Began:

REQUIRED: Attach itemized listing of all tangible personal property showing the date of acquisition, description, date of disposal, and original cost on the book basis. All personal property must be substantiated through the following documentation: Assets or Equipment Journal, Federal Form 4562, or Federal Schedule L of Form 1120.

- If this return is not completed and filed with the City on or before May 2, 2016, a late filing penalty will be assessed and you will receive a tax bill based on the City's estimate of your liability. We urge you to file a 2016 Business Personal Property Tax Return. Payment Due Date is October 5, 2016.
- **If you had no tangible business personal property in the City as of January 1, 2016, please check this box and provide an explanation.**

- In order for the City to dispose of prior year assets, you must provide sufficient documentation. (i.e. Federal form 4562 or 4797, sales receipts, etc.)
- In order for the City to accurately classify all assets, you must provide a detailed description of each piece of equipment.

Schedule: Office Furniture & Fixtures (Schedule A: Office Furniture, Fixtures, and other equipment)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2016	Depreciation Rate
2015					80.00%
2014					70.00%
2013					60.00%
2012					50.00%
2011					40.00%
2010					30.00%
2009 and all prior years					20.00%

Schedule: Manufacturing Equipment (Schedule B: Manufacturing Equipment Only)

Business must hold a business license as a Manufacturer

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2016	Depreciation Rate
2015					80.00%
2014					70.00%
2013					60.00%
2012					50.00%
2011					40.00%
2010					30.00%
2009 and all prior years					20.00%

Schedule: Unlicensed Vehicles (Schedule C: Unlicensed Vehicles)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2016	Depreciation Rate
2015					80.00%
2014					70.00%
2013					60.00%
2012					50.00%
2011					40.00%
2010					30.00%
2009 and all prior years					20.00%

Schedule: Computers and Peripherals (Schedule D: Computer and Peripherals)

Year Purchased	Cost of Property Reported Last Year	Cost of Acquisitions and/or Transfers In	Cost of Disposals and/or Transfers Out	Total Cost for 2016	Depreciation Rate
2015					65.00%
2014					45.00%
2013					30.00%
2012					20.00%
2011 and all prior years					5.00%

Leased Property

Owner Name	Owner Address	Description	Lease No.	Begin Date	End Date	Rent Amount

ATTACH ADDITIONAL SHEETS ON ANY SCHEDULE WHEN NECESSARY

Section 58.1-3110, Code of Virginia, *Power of Summon Taxpayers and Other Persons*. For the purpose of assessing all property assessable, (the tax official's) office may summon the taxpayer or any other person to appear before him at his office, to answer, under oath, questions regarding the tax liability of any and all taxpayers. I declare, under the penalties provided by law, that this return, including any accompanying schedules and statements has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.

Your Signature	Date	Work Telephone Number
Title or Position		Fax Telephone Number

Cessation of Business

Date Business Ceased Operations in the City: _____ (Month, Day, Year)

Reasons: Moved out Business Dissolved Inactive Sold Terminated

Current Mailing Address: _____

Telephone Number: _____ Business Email Address: _____

Signature: _____ Date: _____

If a business moves out of the City or ceases business after January 1, 2016, the business is liable for the full tax year.

Thank you for choosing to do business in the City of Alexandria!