

# 2024

## BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY, MACHINERY AND TOOLS

Account No. \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

Nature of Business or Profession \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Address if different from mailing: \_\_\_\_\_

Every person, business or profession owning tangible personal property and/or machinery and tools subject to tax in the City of Fairfax, Virginia on **January 01, 2024** must report same on this return and file on or before **May 1, 2024** with William Page Johnson II, Commissioner of the Revenue. City Hall, Fairfax, Virginia 22030.

IF LEASED OR RENTED PERSONAL PROPERTY WAS IN YOUR POSSESSION AS OF **01-01-2024**, FURNISH NAME AND ADDRESS OF LESSOR, DESCRIPTION OF LEASED PROPERTY, DATE LEASED, AND COST ON A **SEPARATE SHEET**.

A penalty of ten percent of the tax otherwise assessed will be added to returns received after May 01, 2024. Postmark date governs mailed returns. **WORKSHEET, LISTING ALL TANGIBLE PROPERTY OWNED, DATE ACQUIRED AND ORIGINAL COST, MUST BE ATTACHED HERETO.**

| PART 1 - ALL NON-COMPUTER PROPERTY                            |                                 |                   |    |                 |
|---|---------------------------------|-------------------|----|-----------------|
| ENTER BELOW THE ORIGINAL COST VALUES, NOT DEPRECIATED VALUES: |                                 |                   |    |                 |
| PROPERTY ACQUIRED   | FURNITURE, FIXTURES & EQUIPMENT | MACHINERY & TOOLS | %  | OFFICE USE ONLY |
| DURING 2023   |                                 |                   | 70 |                 |
| DURING 2022   |                                 |                   | 60 |                 |
| DURING 2021   |                                 |                   | 50 |                 |
| DURING 2020   |                                 |                   | 40 |                 |
| DURING 2019   |                                 |                   | 30 |                 |
| DURING 2018   |                                 |                   | 20 |                 |
| DURING 2017 AND BEFORE  |                                 |                   | 10 |                 |

| PART 2 - COMPUTER EQUIPMENT                                   |                    |    |                 |
|---|--------------------|----|-----------------|
| ENTER BELOW THE ORIGINAL COST VALUES, NOT DEPRECIATED VALUES: |                    |    |                 |
| PROPERTY ACQUIRED   | COMPUTER EQUIPMENT | %  | OFFICE USE ONLY |
| DURING 2023   |                    | 65 |                 |
| DURING 2022   |                    | 45 |                 |
| DURING 2021   |                    | 30 |                 |
| DURING 2020   |                    | 10 |                 |
| DURING 2019 AND BEFORE  |                    | 2  |                 |

**NOTE:** IT IS A 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)

SEE REVERSE SIDE FOR ASSESSMENT FORMULAS AND COMPLETE INSTRUCTIONS  
A SEPARATE WORKSHEET OF COMPUTER EQUIPMENT REPORTED IN PART 2 IS REQUIRED.

TRADE NAME  
CORPORATE NAME  
MAILING ADDRESS

IF ADDRESS IS INCORRECT PLEASE CORRECT BELOW:

\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:** I Declare that the statements and figures herein given are true, full, and correct to the best of my knowledge and belief.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Signature \_\_\_\_\_ Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

( RETURN ORIGINAL ONLY TAXPAYER RETAIN COPY )

**FORMULA FOR ASSESSMENT OF BUSINESS TANGIBLE PERSONAL PROPERTY INCLUDING MACHINERY AND TOOLS.**

AUTOMOBILES, TRUCKS, VANS, MOTORCYCLES, TRAILERS, RVs, CAMPERS, BOATS, AND BOAT MOTORS MUST BE REPORTED ON DIFFERENT FORM.

FOR ALL NON-COMPUTER PROPERTY, INCLUDING MACHINERY AND TOOLS FROM PART 1:

|   |     |
|---|-----|
| Property acquired during 2023.....            | 70% |
| Property acquired during 2022.....            | 60% |
| Property acquired during 2021.....            | 50% |
| Property acquired during 2020.....            | 40% |
| Property acquired during 2019.....            | 30% |
| Property acquired during 2018.....            | 20% |
| Property acquired during 2017 and before..... | 10% |

FOR ALL COMPUTER EQUIPMENT FROM PART 2:

|   |     |
|---|-----|
| Property acquired during 2023.....            | 65% |
| Property acquired during 2022.....            | 45% |
| Property acquired during 2021.....            | 30% |
| Property acquired during 2020.....            | 10% |
| Property acquired during 2019 and before..... | 2%  |

COMPUTER EQUIPMENT IS DEFINED, BUT NOT LIMITED TO: CENTRAL PROCESSING UNITS, EXTERNAL STORAGE SUCH AS DIRECT ACCESS STORAGE UNITS AND MAGNETIC TAPE DRIVES; PERIPHERALS SUCH AS PRINTERS, CARD READERS, OPTICAL CHARACTER/MARK READERS, COMPUTER MICROFILM DEVICES, AND CARD PUNCHES (EACH WITH CONTROL DEVICES); TELEPROCESSING DEVICES SUCH AS CONTROLLERS, MODEMS, CONCENTRATORS, CATHODE RAY TUBES DISPLAYS, FILE SERVERS AND SHARED PRINTER SERVERS; PERSONAL COMPUTERS AND ASSOCIATED DISPLAY DEVICES. DO NOT REPORT COMPUTER APPLICATION SOFTWARE (SEE SEC. 58.1-1101(8) CODE OF VIRGINIA).

COST IS DEFINED AS THE CASH AND CARRY PURCHASE PRICE OF PROPERTY AFTER ANY DISCOUNT THAT MAY BE ALLOWED THERON TO THE PURCHASER BUT BEFORE ANY ALLOWANCE DUE TO THE TRADE-IN OF OTHER PROPERTY INVOLVED IN SUCH PURCHASE OR TRANSACTION. IF PROPERTY IS ACQUIRED OTHER THAN BY PURCHASE, ITS COST SHALL BE CONSTRUED TO BE ITS FAIR MARKET VALUE UPON ITS DATE OF ACQUISITION.

**INSTRUCTIONS**

1. Report the total acquisition cost of tangible personal property located in Fairfax City on January 1st, each year, including but not limited to, equipment and tools used in any business or profession, and machinery, and tools, other furniture and fixtures. File this form NO LATER THAN May 1, 2024 with the supporting worksheet with the Commissioner of the Revenue Office .

**2. Furnish itemized listing of all tangible personal property showing date of acquisition and original cost. A separate worksheet of computer equipment reported in Part 2 is required. This return is incomplete without this information and will be returned for completion.**

**3. COMPLETE ENTIRE FORM. THIS FORM WILL BE CONSIDERED INCOMPLETE AND RETURNED IF MARKED "SAME AS LAST YEAR."**

4. Please indicate on form which property is leased or rented and which property is owned.

5. Please do not include cash, checks or money orders with this return. You will receive a bill from this office.

**6. LATE FILING PENALTY OF TEN PERCENT OF THE TAX, WILL BE ASSESSED AFTER May 1, 2024 POSTMARK DATE GOVERNS MAILED RETURNS.**

SPACE BELOW RESERVED FOR ANY ADDITIONAL INFORMATION BY TAXPAYER WHICH WILL AID IN FAIR ASSESSMENT.