



COMMISSIONER OF THE REVENUE

City of Falls Church
300 Park Avenue, Suite #202W
Falls Church, Virginia 22046-3301

Tom Clinton

Commissioner of the Revenue
Phone: (703) 248-5450
E-mail:
commissioner@fallschurchva.gov

Visit our website:
www.fallschurchva.gov/cor

**2019 "SAMPLE" TANGIBLE PERSONAL PROPERTY
(SUMMARY RETURN) FOR ALL BUSINESS EQUIPMENT**
(This is an example of a return w/ itemized totals from the back page)

INSTRUCTIONS: Report property owned on January 1, 2019, giving cost value, not depreciated book value. You must attach an itemized list of all furniture, computer equipment, machinery, and tools used in your business. If leased or rented personal property was in your possession as of January 1, 2019, complete the back of this form. Returns filed after May 1, 2019, will be subject to a penalty of 10% of the tax assessed, or a minimum of \$10.00.

Business Name ABC Company, Inc	Account Number 123
Trade Name Easy As ABC	Federal ID or SS# 54203860
Business Address 123 W Broad St	Telephone Number (703) 534-0000
City, State, Zip Falls Church, VA 22046-3441	E-mail Address abccompany@abc.com

Billing Address (If different from above)

A separate list of all assets, with the original costs written and totaled in the categories below, is required every year by Sec 58.1-3518 of the VA Code. Please complete your return and mail it back in the enclosed envelope by MAY 1, 2019. Returns without an itemized list of assets will be returned as "incomplete". Questions? Call (703) 248-5450 or e-mail us. See 2019 Sample Tangible Property List (on back) for more details.

YEAR OF PURCHASE (Providing Cost Value Only)	COST VALUE OF PERSONAL PROPERTY			COMPUTER HARDWARE (Listed & depreciated separately)	FOR OFFICE USE	
	FURNITURE & EQUIPMENT	MACHINERY & TOOLS	FOR OFFICE USE			
1. Personal Property Purchased in 2012 and All Prior Years	A. \$1,500		20%		5%	
2. Personal Property Purchased in 2013			30%		5%	
3. Personal Property Purchased in 2014			40%	E. \$1,150	10%	
4. Personal Property Purchased in 2015	B. \$1,450		50%		10%	
5. Personal Property Purchased in 2016			60%		35%	
6. Personal Property Purchased in 2017			70%		50%	
7. Personal Property Purchased in 2018	C. \$300		80%		70%	
TOTAL ORIGINAL COST OF THE PROPERTY	D. \$3,250			F. \$1,150		

All business vehicles, leased or owned, must be registered with the Commissioner's Office, no matter where they are parked, within 60 days of acquisition to avoid a \$50 ticket for not having a City decal. Register a vehicle on-line at: www.fallschurchva.gov/vehiclereg, or click on the link "Vehicle Registration" on the City's main homepage. Or print and fax the vehicle registration form and a copy of your DMV registration card to (703) 248-5212, or scan it and e-mail it to us, or walk it in or mail it into us. Please include a contact name, an e-mail address and a phone number. For further information, call (703) 248-5450 or e-mail us at: commissioner@fallschurchva.gov. Thank you! Tom Clinton, COR

Print of Taxpayer Name (Please Print or Type)

Signature of Taxpayer

Date

FOR ASSESSMENT BY THE COMMISSIONER OF THE REVENUE

***SEE REVERSE SIDE FOR AN EXAMPLE OF A SEPARATE SHEET OF ITEMIZED TANGIBLE PERSONAL PROPERTY**

2019 "Sample" Tangible Personal Property (TPP) List

(An annually updated itemized list of all business equipment on site should be kept for Federal tax purposes, all data is subject to audit)

***Note - You must include a separate itemized list of all furniture, computer equipment, machinery, and tools that are located on site. Complete your list every year, or your filing will be "incomplete" and will be returned.**

Every single piece of equipment is tracked every year, so we must see a complete and separate list of all business equipment stapled to the 2019 TPP Return. Need a copy of last year's return? E-mail us a request!

No equipment used in the business? Note that by hand on the TPP form itself and return it by 5-1-19.

ABC Company, Inc
123 W Broad St
Falls Church, VA 22046-3441

***Furniture & Equipment:** (be sure to separate this type of office equipment from computer hardware)

<u>Purchase Date</u>	<u>Purchase Amount</u>	<u>Description</u>
3/8/2006	\$500.00	Copier
3/21/2007	\$400.00	Chairs
11/1/2008	\$200.00	Desk
9/10/2009	\$400.00	Display Cabinet
A. 2012 and Prior Years Total	\$1,500.00	
7/1/2014	\$150.00	Shelves
8/1/2014	\$1,300.00	Exterior Sign
B. 2014 Equipment Total	\$1,450.00	
4/1/2018	\$300.00	New File Cabinet
**C. 2018 (New Purchase) Total	\$300.00	
D. Furniture & Equipment Total:	\$3,250.00	

Computer Hardware: (be sure to separate computer hardware from furniture & equipment, it depreciates faster)

<u>Purchase Date</u>	<u>Purchase Amount</u>	<u>Description</u>
5/31/2013	\$750.00	Computer
12/1/2013	\$400.00	Laser Printer
E. 2013 Hardware Total	\$1,150.00	
F. Computer Hardware Total:	\$1,150.00	

*****Equipment Disposed of in 2018:**

<u>Purchase Date</u>	<u>Purchase Amount</u>	<u>Description</u>	<u>Disposal Date</u>
3/14/2005	\$250.00	Exterior Building Sign	1/15/2018
7/15/2007	\$250.00	Telephones	11/1/2018
	\$500.00		

Total Amount of Equipment Disposed of in 2018: **\$500.00** (remove this amount from your total - but note it)

*There is no need to separate Machinery & Tools from Furniture & Equipment since these two categories are taxed and depreciated at the same rates.

Be sure to add any equipment purchased or acquired in 2018 & *Note any equipment that was disposed of in 2018.

Have any questions? Need a copy of last year's TPP? Call (703) 248-5450 or e-mail us: commissioner@fallschurchva.gov.

Staple your separate itemized Tangible Personal Property List to your summary TPP Return & make a copy!

We have combined the 2 documents on 1 page to save paper. You must attach a separate itemized list when you file.

(See back for 2019 Sample Tangible Personal Property Return with these 6 summary totals transferred)