

2021 "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 itemized 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 2021 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 5-1-21.

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>
3/8/2010	\$500.00	Copier
3/21/2012	\$400.00	Chairs
11/1/2008	\$200.00	Desk
9/10/2013	\$400.00	Display Cabinet
A. 2014 and All Prior Years Total	\$1,500.00	
7/1/2017	\$150.00	Shelves
8/1/2017	\$1,300.00	Exterior Sign
B. 2017 Equipment Total	\$1,450.00	
4/1/2019	\$300.00	New File Cabinet
**C. 2020 (New Purchase) Total	\$300.00	
D. Furniture & Equipment Grand 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>
5/31/2016	\$750.00	Computer
12/1/2016	\$400.00	Laser Printer
E. 2016 Computer Hardware Purchase Total	\$1,150.00	
F. Computer Hardware Grand Total:	\$1,150.00	

*****Equipment Disposed of in 2020:**

<u>Purchase Date</u>	<u>Purchase Amount</u>	<u>Description</u>	<u>Disposal Date</u>
3/14/2005	\$250.00	Exterior Building Sign	1/15/2019
7/15/2007	\$250.00	Telephones	11/1/2019
	\$500.00		

Total Amount of Equipment Disposed of in 2020: \$500.00 (remove this amount from your total-but note it separately)

***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 2020 & ***Note any equipment that was disposed of in 2020.**

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 2021 Sample Tangible Personal Property Return with these 6 (A-F) summary totals transferred over)