



# Chesterfield County, Virginia

## Return of Business Tangible Personal Property

# 2013

For assets used or available for use as of January 1, 2013

**FILE ON OR BEFORE MARCH 1, 2013**

Jenefer S. Hughes, MBA, ACA

Commissioner of the Revenue

*Please do not write in SHADED areas*

PLEASE PRINT ALL INFORMATION	FEDERAL I.D. or ACCT #	SOCIAL SECURITY #

Auditor	A/A	S/A	LFP	Ext.	Date Filed

NAME OF TAXPAYER \_\_\_\_\_

TRADE NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

LOCATION/ADDRESS OF PROPERTY \_\_\_\_\_

TAX YEAR END \_\_\_\_\_ MO. / DAY

BUSINESS PHONE \_\_\_\_\_

MOBILE PHONE \_\_\_\_\_

FAX # \_\_\_\_\_

WEB SITE \_\_\_\_\_

E-MAIL\* \_\_\_\_\_

DATE BUSINESS BEGAN \_\_\_\_\_ MO. / DAY / YR.  
In Chesterfield County

DATE BUSINESS BEGAN \_\_\_\_\_ MO. / DAY / YR.  
In Chesterfield County

### TANGIBLE PERSONAL PROPERTY OWNED AND USED (OR AVAILABLE FOR USE) AS OF JANUARY 1, 2013

PLEASE READ INSTRUCTIONS (ON BACK) CAREFULLY BEFORE COMPLETING SECTIONS 1 & 2.

#### 1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, AND TOOLS.

Report below the cost of all furniture, trade fixtures, equipment, hand and/or power tools, copiers and other office machines, business telephones (except smartphones), books, signs, and any other tangible personal property (except computer equipment reported in Section 2 and certified short-term rental property).

#### 2. COMPUTER EQUIPMENT.

Report below the cost of all computer equipment, including mainframe and personal computers, monitors, CPUs, servers, uninterrupted power supplies, disk drives, operational software, and peripheral equipment including touch-screens, printers, scanners, memory cards, and cables. Also include computer network equipment, POS equipment, "self-service" web or computer kiosks, tablets, and smartphones (but not other phones).

Year Acquired	Cost	%	Assessed Value
2007 & Prior		x 10% =	
2008		x 20% =	
2009		x 30% =	
2010		x 40% =	
2011		x 50% =	
2012		x 70% =	
<b>Total</b>			<b>1.</b>

Year Acquired	Cost	%	Assessed Value
2007 & Prior		x 1% =	
2008		x 5% =	
2009		x 10% =	
2010		x 20% =	
2011		x 40% =	
2012		x 50% =	
<b>Total</b>			<b>2.</b>

**\*Note:** If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year, and date of change) supporting these differences.

**Total Assessed Value (add boxes 1 & 2)**

\$ \_\_\_\_\_

**THIS IS NOT YOUR TAX.**  
Do not send money with this return. You will be billed later for the tax.

### 3. TANGIBLE PERSONAL PROPERTY LEASED, RENTED, OR BORROWED FROM OTHERS AS OF JANUARY 1, 2013

Name and Address of Owner	Start/End Dates	Description	Original Cost	Purchase Option
				<input type="checkbox"/> Bargain (e.g., \$1) Buyout <input type="checkbox"/> Fair Market Value

Attach schedule if more space is required.

**YOU MUST INCLUDE BOTH OF THE FOLLOWING WITH YOUR RETURN:**

- (1) An **itemized list** of all personal property reported (see back of return)
- (2) A copy of the **depreciation schedule** (FORM 4562) AND all applicable schedules and attachments from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please check here: \_\_\_\_\_

**Return to:** Office of the Commissioner of the Revenue  
P. O. Box 124, Chesterfield, VA 23832-0908  
Phone (804) 748-1281 Fax (804) 796-3236  
cor@chesterfield.gov www.chesterfield.gov/comrev

**DECLARATION BY TAXPAYER:** I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§ 58.1-11, Code of Virginia)

