

WHY MUST I FILE?

Section 58.1-3518 of the Code of Virginia requires that ALL tangible personal property owned, leased, rented, or borrowed, as of January 1 of any year, which was used or available for use in a business/profession and which was located in Frederick County must be filed annually on a personal property return.

WHO CAN FILE?

The owner must sign/file this tax return even if prepared by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed/filed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. On the online program, in lieu of an actual signature, the owner will be required to type in his/her name and other information as the filer at the end of the online application. The owner will also be required to provide contact information regarding the paid preparer, if applicable.

WHAT DO I LIST?

Every year, a list of all cumulative (original and successively added) furnishings, equipment & tools etc. must be reported including those items reported on the prior year's filing, not just property that is new or was acquired since the last reporting year. Printed forms are on our website. If filing online, you should prepare the list(s) ahead of time.

IF YOU DO NOT EITHER ENTER INTO THE ONLINE PROGRAM, EMAIL, FAX, OR MAIL YOUR LIST OF ITEMS, BUT ONLY INCLUDE A DOLLAR AMOUNT OF THE TOTAL COST, THIS WILL CONSTITUTE A NON-FILING AND MAY RESULT IN A LATE FILING PENALTY.

If the list of items you are reporting for this year does NOT include items previously reported on last year's filing because they have been disposed of and not replaced, you must separately provide a list of the disposed of or no longer owned items, their original value/cost, and the date of disposal.

If filing online, once the return is filed online the first time, the filed information (contact, address, property list if items typed in directly on screen etc.) will automatically appear online the following year to make changes, additions, or leave as is and resubmit.



Personal property must be reported at the actual cost before any allowance for trade-in. Include personal property even if

expensed or fully depreciated on company books. If the property was free or at no cost to you, you must provide a replacement cost or value.

Examples of business tangible personal property are: desktop and laptop computers, keyboards, monitors, printers, scanners, copiers, fax machines, credit/debit card payment devices, hand-held tools, power tools, desks, chairs, telephones, filing cabinets, bookshelves, pallet jacks, forklifts, skidders, scaffolding, wheel barrows, ladders, hair dryers, signs, cribs, etc.

Do not include here any DMV-licensed & titled vehicles, trailers, computer software, or machinery & tools used in manufacturing (see other forms/online programs). Also, do not include disposable items such as paper towels, pens, paint, stain, nails, ink/toner cartridges, throw-away rollers & brushes, cleaning products etc.

Do not write the words "same as last year" as this constitutes a non-filing and may result in a late filing penalty on your tax billing.

DO I INCLUDE THE DEPRECIATION?

No. After the filing is received, the County will reduce the original cost by 70% in order to assess it at a depreciated rate of the remaining 30%, which is then multiplied by the current personal property tax rate (PP tax rate is subject to change each year, see website for current tax rate).

WHAT ARE MY OPTIONS FOR PROVIDING A LIST?

- Complete the printable form
- File online including entering the items, cost/value, and a total in the online program
- File online and separately send the list by the required filing date via email, fax, or mail to the Commissioner's office

NOTE: Failure to provide a list constitutes a non-filing and may result in a penalty.

WHAT IF I HAVE NO BUSINESS PERSONAL PROPERTY?

Taxpayers who do not own, lease, rent, or borrow business tangible personal property must still file a return and provide an explanation for operating a business without personal property. If online, you mark the button that you have zero or no personal property to list, you will then be required to provide an explanation describing how you are able to operate a business without tangible personal property. If an explanation is late filing penalty on your tax bill.

WHAT IS THE DEADLINE?

This tax return filing is DUE annually by MARCH 1st (or first business day thereafter). A 10% or \$2.00 minimum penalty will be imposed if filed after the due date.

Willful failure to file this return is a criminal offense in violation of Section 58.1-3518 of the Code of Virginia. Taxpayers who are required to file a return but who fail to do so will be subject to a statutory assessment.

Incomplete forms (e.g., detailed items not listed or emailed, all sections not completed, not signed) if not corrected prior to the deadline will be considered late and a late filing penalty will be imposed.

HOW DO I ACCESS MY ACCOUNT RECORD ONLINE?

Enter the first 10 characters only of your BUSINESS NAME exactly as it appears on your Business License — it could be your name or the name your business is trading as. Only use commas, spaces, periods, and other punctuation exactly as they appear in your business name. Use the word "and" or the symbol "&" to exactly match your business name. (*It may be sufficient to enter just the first word of your business name [which could be your last name] in this block in order to access your record.*)

Search by the method you used to open your account (e.g., social security no. or EIN).

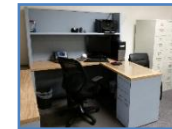
#1 SEARCH OPTION:

- Last 4 digits of your personal social security number or last 4 digits of your federal EIN (Employer Identification Number that you may have obtained from the IRS to use in lieu of a personal social security number to identify your business entity for the purpose of tax administration) AND
- Your Business Equipment (BE) Account Number (NOT your Business license number)

-- OR --

#2 SEARCH OPTION:

Your full personal social security number or full federal EIN (Employer Identification Number that you may have obtained from the IRS to use in lieu of a personal social security number to identify your business entity for the purpose of tax administration).



WHAT IF THE ACCOUNT RECORD IS INCORRECT BECAUSE WE MOVED?

If your business location has changed, please immediately contact the Commissioner of Revenue Business Division staff either by calling 540.722.8335, via email at mprice@fcva.us, or via the online program for "Moving a Business to a New Location" which includes filing a Zoning Review form with Frederick County Department of Planning & Development to obtain approval of the new location.

If your mailing address ONLY has changed, notify us or you can enter that directly online through "Change Contact Info."

WHAT IF I HAVE A MOBILE BUSINESS?

All mobile businesses (lawncare, food vendor, contractor, etc.) that use a DMV-tagged "item" (e.g., vehicle, trailer etc.) must provide COR with certain information. Please complete the online program for "Mobile Business" or use the printable form, both of which can accessed via our website at www.fcva.us/biztax.

HOW DO I FINISH THE ONLINE PROGRAM?

Once you submit your return online, a copy for your files will be automatically sent to the email address you have provided. Your Return of Tangible Personal Property is immediately transmitted to COR and is subject to review.

HOW DO I PAY FOR MY BUSINESS EQUIPMENT?

Tax on business tangible personal property (equipment, furnishings, tools etc.) is billed in halves. Bills are sent out in May and November (with other personal property items — vehicles), and payments are due: half by June 5 and half by December 5. This is a non-prorated tax.

IS THERE ANYTHING ELSE I NEED TO DO?

You must notify, in writing, the Commissioner of Revenue if your business closes or changes in any way (e.g., contact information, entity type, trade name, Federal Employer Identification Number, etc.).

HOW DO I CONTACT STAFF?

For additional information, see our website at www.fcva.us/biztax or contact:

- Maria Price - 540.722.8393 or
- Kathy Corbit - 540.722.8336



BUSINESS TOOLS & EQUIPMENT

TONYA C. SIBERT



COMMISSIONER OF THE REVENUE
COUNTY OF FREDERICK, VIRGINIA

www.fcva.us/cor

Physical Location: 107 North Kent Street
1st Floor
Winchester VA 22601

Mailing Address: PO Box 552
Winchester VA 22604

Telephone 540-665-5681
No.: 540-667-6487

Facsimile No.:
Hours: Monday – Friday
(except Holidays)
8:00 a.m. – 5:00 p.m.

BUSINESS DIVISION

540.722.8335

www.fcva.us/biztax

- Maria Price (Business Equipment):
540.722.8393 mprice@fcva.us
- Kathy Corbit (Chief Administrator):
540.722.8336 kathryn.corbit@fcva.us
- Heidi Largent (Auditor):
540.722.8329 hlargent@fcva.us



GO GREEN!

Use online forms
& programs.

It's simple and
quick as a click!

