

| FORM 762P (REV. 8/25)                                      |   |
|--|---|
| <b>FILING DEADLINE:</b>                                    | <b>NOTE: A 10% or \$2.00 minimum penalty will be imposed if filed after the deadline.</b> |
| <b>** March 1 **</b><br>(or first business day thereafter) |   |
| Status: _____  | Initials _____  |

**FREDERICK COUNTY, VIRGINIA**  
 Tonya Sibert, Commissioner of the Revenue  
 P.O. Box 552, Winchester VA 22604-0552  
 Heidi Largent 540-722-8329  
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**2026 - RETURN OF  
TANGIBLE PERSONAL PROPERTY  
FOR PROCESSORS ONLY**

|      |
|------|
| Acct |
|------|

|  |  |               |  |
|--|--|---------------|--|
| FEIN/SSN:  |  |               |  |
| Type of Business:  |  |               |  |
| Email Address:   |  |               |  |
| Business Phone:  |  | Fax:          |  |
| Closed in Frederick Co:                                  |  | If yes, Date: |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |  |               |  |
| Contact Person:  |  |               |  |
| Contact Phone No.:                                       |  |               |  |
| Business Address:  |  |               |  |

**\* \* READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING \* \***  
 (This form can be completed ONLINE or you can FAX or MAIL your completed form.)

|           |  |   |                               |
|-----------|--|---|-------------------------------|
| <b>A.</b> | <b>OWNED tangible personal property as of January 1</b>  |   |                               |
|           | Date Acquired  | Original Cost   | Depreciation Percentage       |
|           | <b>**OFFICE USE ONLY**</b>   |   |                               |
|           | <b>ATTACH AN ITEMIZED LIST OF <u>ALL OWNED PROPERTY</u> and/or AN ITEMIZED LIST OF TRANSFERRED or DISPOSED OF PROPERTY</b>   |   |                               |
|           | Property Purchased in 2025   |   | 60%                           |
|           | Property Purchased in 2024   |   | 50%                           |
|           | Property Purchased in 2023   |   | 40%                           |
|           | Property Purchased in 2022   |   | 30%                           |
|           | Property Purchased in or prior to 2021   |   | 30%                           |
|           | <b>TOTAL</b>   | <b>TOTAL</b>  |                               |
| <b>B.</b> | <b>LEASED, RENTED, OR BORROWED tangible personal property as of January 1</b>  |   |                               |
|           | Name & Address of Owner  | Start / End Dates   | Description                   |
|           |  |   |                               |
|           |  |   |                               |
| <b>C.</b> | <b>TAXPAYER SIGNATURE &amp; INFORMATION</b>  |   |                               |
|           | The owner must sign this form even if completed by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) |   |                               |
|           | <b>DECLARATION: I declare, under penalty of perjury: (1) that the foregoing information is complete, true and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.</b>   |   |                               |
|           | Signature  | Print Name  | Title or Capacity for Signing |
|           | Phone No. of Person Signing:   | Email Address:  | Date:                         |
| <b>D.</b> | <b>PAID PREPARER SIGNATURE &amp; INFORMATION (if applicable)</b>   |   |                               |
|           | Print Name of Paid Preparer:   | Preparer's Phone:   |                               |
|           | Paid Preparer's Signature:   | Date:   |                               |
|           | Preparer's Firm/Address:   |   |                               |
|           | <b>For more information, contact: Heidi Largent at 540-722-8329 or <a href="mailto:hlargent@fcva.us">hlargent@fcva.us</a></b>  |   |                               |
|           | <b>** OFFICE USE ONLY **</b>   |   |                               |
|           | Date Ret'd to Customer:  | Reason:   | Date Received:                |
|           | Status:  | Penalty: <input type="checkbox"/> YES <input type="checkbox"/> NO | Initials:                     |

**INSTRUCTIONS for  
RETURN OF TANGIBLE PERSONAL PROPERTY – PROCESSORS ONLY [FORM 762P]**

- 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 on a personal property return.
- Report all equipment – processing equipment as well as office equipment.

• This form is DUE **annually on or before 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, all sections not completed, not signed) if not corrected prior to the March 1st deadline will be considered late and a late filing penalty will be imposed.
- Personal property must be reported at the actual cost before any allowance for trade-in. Include personal property which has been expensed or fully depreciated. For idle equipment, see VA Code 58.1-3507, subsection D.
- **Do not** write the words “same as last year” as this constitutes a non-filing and will result in a penalty on your tax billing.
- If **zero** or **none** is listed, an explanation describing how you are able to operate a business without tangible personal property **must** be provided. If it is not, this will constitute a non-filing and will result in a penalty on your tax billing.
- **Do not** include on this form any DMV licensed vehicles (see forms below).

**SECTION A. - OWNED TANGIBLE PERSONAL PROPERTY as of January 1, 2023**

Enter the original cost, capitalized or expensed, of all tangible personal property that is **owned** or being paid in installments by the taxpayer. An itemized list or depreciation & amortization schedule [Federal Form 4562] must be provided.

**SECTION B. – LEASED, RENTED, OR BORROWED TANGIBLE PERSONAL PROPERTY as of January 1, 2023**

For all tangible personal property **leased, rented, or borrowed**, provide the name and address of the owner/lessor, a description of the business personal property, and the beginning and ending dates of the lease, rental, or borrowing.

**SECTION C. – TAXPAYER SIGNATURE & INFORMATION**

The owner must sign and date this form, and provide the required information in this section even if the form is completed/signed by a paid preparer. If the business is an entity such as an association, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the association, partnership, limited liability company, or corporation to sign. Failure to complete this section may result in the return being considered incomplete and a late filing penalty may be assessed accordingly.

**SECTION D. – PAID PREPARER SIGNATURE & INFORMATION (if applicable)**

If a paid preparer completes the form, he/she must sign, date, and provide the required information in this section.

| FORMS – REPORTING TANGIBLE PERSONAL PROPERTY   | TYPE OF FORM |
|--|--------------|
| Vehicles, Trucks, Trailers, Boats, Motor Homes   | Form 762     |
| Airplanes  | Form 762A    |
| Mobile Homes   | Form 762H    |
| Business Equipment (owned, leased, rented or borrowed)*  | Form 762B    |
| Business Equipment – Outdoor Advertising   | Form 762S    |
| Business Equipment – Leasing Companies   | Form 762L    |
| Machinery & Tools (used in the manufacturing process that is owned, leased, rented or borrowed)* | Form 762M    |
| Processors (used by processors that is owned, leased, rented or borrowed)*                       | Form 762P    |
| Big Trucks/Trailers  | Form 762T    |

\* Personal Property which was used or available for use located in Frederick County on January 1.