2016 Tangible Personal Property/Machinery & Tools
Return Instructions and Schedule

Philip J. Kellam, Commissioner of the Revenue
City Hall, 2401 Courthouse Drive, Virginia Beach, VA 23456-9002
Tel: 757.385.4515/Fax: 757.385.4183/Email: business@VBgov.com

NOTICE: Every taxpayer owning such property on January 1, 2016 must report the same on this return and file by March 1, 2016. No taxes are due at that time. *

REQUIRED INFORMATION	

To assist you in reporting the necessary information please read and respond to the following instructions carefully.

Did you own or operate a business on January 1, 2016? ☐Yes ☐No−If no, list date closed _____

The reverse side of this return contains a schedule to list ALL of the tangible personal property of your business in accordance with the Code of Virginia, Title 58.1−3500 through 3664. You may create and attach a separate document containing the information requested in the schedule on the reverse side of this return (Please follow the same format).

If you listed property on a prior CR−13 (tangible personal property return) that will be omitted from this year's filing, please attach a list of disposals with an explanation of the omission and the date the property was disposed.

If the Commissioner of the Revenue currently classifies your business as a Manufacturer, Miner, Radio Broadcaster, or Television Broadcaster, report only the machinery and tools used in those processes.

If declaring Machinery and Tools as "Idle" please identify in writing to the Commissioner of the Revenue by April 1st of the current tax year a list of machinery and tools placed as "idle" for the preceding tax year.

If reporting **"none"** please provide a detailed explanation for why you feel your business has no property as defined below.

Returns filed with **"same as last year"** will not be accepted and will be returned to you as, "unable to process".

Tangible personal property defined is, *all property employed (used) in a trade of business*. Please Include the following:

- All office equipment, furniture, fixtures, furnishings, operating equipment, computers, peripherals, hand tools, power Tools, books, machinery, and other such tangible property owned, leased, or made available
- All tangible property given as a gift (to the best of your ability, confirm the fair market value upon receipt of the property)
- All non−licensed vehicles and trailers (Include yard vehicles, tractors, storage trailers, office trailers, etc.)
- All items fully depreciated, but still in use

BUSINESS HISTORY

ACCOUNT NUMBER, INDUSTRIAL CLASS, & BUSINESS TYPE(S):

PRIOR ANNUAL ASSESSMENTS:

* This information is required under Chapter 35, Section 4 of the Code of Virginia Beach and Title 58.1−3900 et. seq. of the Code of Virginia
** This information is required under Title 58.1−3518 et. seq. of the Code of Virginia

2016 Schedule for Tangible Personal Property Machinery & Tools

DATE ACQUIRED	DESCRIPTION OF ASSET	NUMBER OF UNITS	TOTAL ORIGINAL COST

PLEASE LIST OWNER(S) OF ANY TANGIBLE PERSONAL PROPERTY LEASED BY YOUR BUSINESS AND LOCATED IN VIRGINIA BEACH:

DATE ACQUIRED	NAME / ADDRESS / PHONE OF LEASING AGENT	NUMBER OF UNITS	TOTAL COST

If this return is prepared by any person other than the taxpayer, that person MUST also provide the following:

(Preparer's Signature)

(Preparer's Name and Business Name-Printed)

(Business Address and Website)

(Tel / Fax / E-mail)

NOTE: It is a Class 1 misdemeanor for any person to willfully subscribe to a return which he does not believe to be true and correct as to every material matter (Code of Virginia – Section 58.1–11).

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief.

(Taxpayer's Signature) (Date)

(Taxpayer's Name - Printed)

THANK YOU FOR YOUR COOPERATION.
If you have any questions or need assistance, please contact the Business Taxpayers Division by telephone at 757.385.4515 or by email at business@vbgov.com