

2020

2020

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

COMPLETE AND RETURN ON OR BEFORE APRIL 15, 2020

ACCT NO _____

TYPE OF BUSINESS (CHECK ONE)

BUSINESS NAME AND MAILING ADDRESS

- INDIVIDUAL
- CORPORATION
- PARTNERSHIP
- PUBLIC SERVICE CORP.

FED ID # _____
 OWNERS NAME _____
 BUSINESS LOCATION _____
 DATE BEGAN BUSINESS _____
 IN CITY OF MANASSAS _____
 BUSINESS TELEPHONE _____
 CONTACT PERSON _____

PLEASE READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING RETURN

SCHEDULE 2. OTHER TANGIBLE PERSONAL PROPERTY – Report the total original cost, by year of purchase of furniture, fixtures, unlicensed equipment and other property, **excluding leased and computer equipment** owned and located in the City of Manassas on January 1, 2020.

YEAR PURCHASED	COST OF PROPERTY	TOTAL COST BY YEAR OF PURCHASE		FOR OFFICE USE ONLY
		DISPOSED IN 2019	NET TOTAL COST	
2019				80%
2018				70%
2017				60%
2016				50%
2015				40%
2014				30%
2013 & PRIOR				20%
Total Cost				TOTAL

SCHEDULE 2(B). COMPUTER EQUIPMENT – Report the total original cost, by year of purchase, of all computer equipment, **EXCLUDING SOFTWARE**, owned and located in the City of Manassas on January 1, 2020.

YEAR PURCHASED	COST OF PROPERTY	TOTAL COST BY YEAR OF PURCHASE		FOR OFFICE USE ONLY
		DISPOSED IN 2019	NET TOTAL COST	
2019				50%
2018				35%
2017				20%
2016				10%
2015 & PRIOR				5%
Total Cost				TOTAL

SCHEDULE 4. LEASED PROPERTY – List below all personal property leased or rented from others. Information to be obtained from lease agreement.

NAME AND ADDRESS OF OWNERS(S)	TYPE OF EQUIPMENT	LEASE DATE	QUOTED PURCHASE PRICE OF EQUIP	DEP FACTOR	OFFICE USE ONLY
Total Cost				Total	

FURNISH ITEMIZED LISTING OF ALL PERSONAL PROPERTY SHOWING DATE OF ACQUISITION AND ORIGINAL COST.

DECLARATION: I declare that the information given is true, full and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE _____ DATE _____ PHONE NO _____

NOTE: IT IS A MISDEMEANOR FOR ANY PERSON WILLFULLY TO SUBSCRIBE AN APPLICATION THAT HE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER. (CODE OF VIRGINIA §58.1-11)

FOR USE OF THE COMMISSIONER OF THE REVENUE						
MAIL	OFFICE	PENALTY		ASSESSED BY	DATE RECEIVED	TOTAL NET COST
		SAP	LP			

