

2013



COUNTY OF HENRICO, VIRGINIA

Department of Finance - PO Box 90775 -- Henrico VA, 23273-0775

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

FOR BUSINESSES AND PROFESSIONS

(MANUFACTURERS USE FORM 740 M&T TO REPORT MACHINERY AND TOOLS)

Filing date on or before
March 1, 2013.
Penalty for late
filing is 10%.

For assistance call (804) 501-4310 or visit our website at www.co.henrico.va.us/finance

Account No:

Business Number (Use in all correspondence)	Federal ID or SSN	VA Professional License No. (If Applicable)	Date Business Began in Henrico	Date Business Ceased Operation in Henrico

Ph #: _____ Business Type: _____ Report Below Any Changes in Preprinted Information

Email: _____ Individual Partnership Corporation LLC Other

	Taxpayer Name
	Trade Name
	Mailing Address
	City/State/Zip
	Location of Property

REPORT ORIGINAL COST OF ALL TANGIBLE PERSONAL PROPERTY OWNED AND LOCATED IN HENRICO COUNTY AS OF **JANUARY 1, 2013** SUPPORTED BY A DETAILED ITEMIZED LIST.

Schedule 80: TANGIBLE PERSONAL PROPERTY (Excluding Computer Equipment but Including Outdoor Signs. NOTE: Do not include licensed motor vehicles.)

YEAR PURCHASED	COST OF PROPERTY (A)	ADDITIONS (B)	DISPOSALS (C)	TOTAL (A plus B) minus C	OFFICE USE ONLY
Purchased in 2012					
Purchased in 2011					
Purchased in 2010					
Purchased in 2009					
Purchased in 2008					
Purchased in 2007					
Purchased in 2006					
Purchased in 2005					
Purchased in 2004					
Purchased in 2003 & Prior					

Schedule 85: PERSONAL AND MAINFRAME COMPUTERS AND PERIPHERAL EQUIPMENT (Including CPUs, computer-based telephones, computer-based medical equipment, copiers, disk drives, docking stations, fax machines, modem, monitors, mouse, printers, satellite equipment, scanners, storage units, supercomputers, uninterrupted power supplies, etc.) owned & located in Henrico County as of January 1, 2013.

YEAR PURCHASED	COST OF PROPERTY (A)	ADDITIONS (B)	DISPOSALS (C)	TOTAL (A plus B) minus C	OFFICE USE ONLY
Purchased in 2012					
Purchased in 2011					
Purchased in 2010					
Purchased in 2009					
Purchased in 2008					
Purchased in 2007 & Prior					

Schedule 95: Tangible Personal Property, located in Henrico County as of January 1, 2013, leased or rented from others. For informational purposes only.

NAME OF OWNER	ADDRESS OF OWNER	LEASE NO. ID/SERIAL/MODEL/TITLE NOS.	DESCRIPTION OF ITEM AND BEGINNING AND ENDING DATES OF LEASE	MONTHLY RENT

Please enter below a contact name and phone number so we can contact you if we have a question about your return.

Contact Person _____ Title _____ Phone # _____

Failure to file this return can result in criminal penalties. (Henrico Code §20-8) UNSIGNED RETURNS WILL NOT BE ACCEPTED.

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

TAXPAYER SIGNATURE: _____ DATE: _____

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

SEE REVERSE SIDE FOR INSTRUCTIONS



GENERAL INFORMATION FOR BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

2013

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1. Returns must be filed by March 1, 2013. In accordance with §58.1-3503 of the Virginia Tax Code, report all tangible personal property owned and located in the County of Henrico on January 1, 2013, that is subject to tax. A separate form should be submitted for each business location.
2. Business personal property required to be reported on this form is not subject to proration.
3. Contractors should report all business personal property which is physically located in Henrico County as of January 1, 2013.
4. Machinery and tools used in manufacturing, mining, processing or reprocessing, radio or television broadcasting, dairy and dry cleaning are reported on Form 740 M&T.
5. All reported amounts are subject to audit for the current year and the three years last past. Application for adjustment to an assessment can be made for the current year and the three years last past, or within one year from the date of assessment, whichever is later.

6. **Failure to file** by the due date of March 1, 2013, results in a late filing penalty of 10% of the tax due.
7. Payment due dates are June 5, 2013, and December 5, 2013. Bills will be mailed prior to due dates. Failure to pay will result in a late payment penalty of 10% of the tax due. Interest at the rate of 4% per annum accrues on all unpaid balances.
8. Formula for Assessment: To determine the assessment, multiply reported purchase cost by year acquired by percentages shown below.

Year	Schedule	
	80	85
2012	80%	66%
2011	72%	43%
2010	63%	27%
2009	54%	15%
2008	47%	9%
2007	39%	4%
2006	32%	4%
2005	27%	4%
2004	23%	4%
2003 & Prior	12%	4%

ACCOUNT INFORMATION

1. Please enter your federal identification number or social security number if not preprinted.
2. Carefully review the preprinted information and make applicable changes in the spaces provided.

SCHEDULES 80 & 85

1. Enter total original cost (whether capitalized or expensed) in the appropriate schedule by year of purchase for furniture & fixtures (including non-manufacturing tools/equipment), personal computers, peripheral equipment, and mainframe computers. Total cost includes all costs incidental to acquiring and placing an asset in use (freight, installation, sales tax, etc.). **DO NOT INCLUDE LICENSED VEHICLES OR APPLICATION SOFTWARE.**
2. Include cost of construction in progress on all equipment, machinery, etc.
3. Round totals to the nearest dollar.
4. Any difference in figures from those reported last year **MUST BE** explained.
5. **A DETAILED ITEMIZED LISTING of all tangible personal property, including leasehold improvements, located in Henrico County on January 1, 2013, MUST BE ATTACHED. (Henrico County Code §20-108[F]).**
6. Fully depreciated items **MUST** also be included if still owned and being used by your business on January 1, 2013.
7. Enter all required information including cost figures. **DO NOT WRITE "SAME AS LAST YEAR" or "SEE ATTACHED."** Penalties may be incurred if form is not properly completed and signed.
8. If "NONE" or "NO PROPERTY TO REPORT," an explanation of why there is no property to report **MUST** be included. Most businesses normally require the use of personal property in their operation. **ALL PERSONAL PROPERTY USED IN A BUSINESS IS TAXABLE.**
9. Manufacturers who lease their manufactured products shall report such property at the retail selling price in effect at the time of manufacture.

SCHEDULE 95

1. List or attach schedule of all personal property leased from others in accordance with Virginia State Tax Code §58.1-3518.
2. Furnish lease number, description of item, beginning and ending dates of lease, monthly rent, and the complete name and address of the lessor. **THIS IS FOR INFORMATIONAL PURPOSES ONLY.**

Questions? Call (804) 501-4310

Fax (804) 501-5288

Or Visit Our Website at www.co.henrico.va.us/finance