

# **Important 2021 Tangible Personal Property Return Information:**

**PLEASE READ! ALL TPP RETURNS, WITH THE SEPARATE, ATTACHED, AND ITEMIZED PROPERTY LIST, ARE DUE BACK BY MAY 1, 2021 - TO AVOID A 10% LATE FILING PENALTY!**

**Dear Falls Church City Business Owner or Tangible Personal Property Equipment Owner:**

Please keep these four important things in mind when filing your 2021 Tangible Personal Property Return so that your return is both complete, *and* is filed with us on-time. Incomplete TPP returns will be sent back!

**1. \*You must attach a separate, itemized list of all business furniture, equipment, machinery and tools, and list any leased equipment that was located in your business in the City of Falls Church as of January 1, 2021. \*You absolutely must attach a separate, itemized list every year, even if there were no equipment changes. If you don't have a separate, itemized list of your equipment, your return will be incomplete. Every piece of equipment is tracked annually.**

Specifically note any items that are no longer located in the City of Falls Church because they were moved out, sold or disposed of in 2020. Include all new equipment purchased in 2020, describe the item, note the purchase date, the acquisition price, and include totals for all equipment purchased in prior years. No equipment used in the business? Write "no equipment" on the return itself, and mail it back. Need a copy of last year's return? Send us a fax, call or e-mail us, or send that request letter in the mail.

**2. This return is due on or before May 1, 2021 to avoid a 10% late filing penalty.**

If you need an extension, please call us before the deadline at (703) 248-5450, or send us your extension request by US mail, fax (703) 248-5212 or e-mail to: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov). \*If we don't receive the Tangible Personal Property Return by May 1, 2021, we will be forced to make a statutory assessment and it will include a 10% late filing penalty. Don't wait until the last minute: mail your return back early!

**3. Are you a leasing company, or a company with many locations or job sites, and you're not sure if your equipment or jobsite is actually located within the "Falls Church City" limits, or if it's located in the nearby part of Fairfax County, which also has a "Falls Church" mailing address?**

Go to the USPS web site: [www.usps.com](http://www.usps.com), then click on "Quick Tools" which is the far left hand heading at the top, then click on the "Look Up a Zip Code" link, and then click on "Find By Address", and then enter your address information, and then click on the "Find" link at the bottom, once it finds the full street address, then click on the down pointing arrow to the right, to reveal mailing industry details. **On the second line, in the second column, called "County", it lists what local jurisdiction that street address belongs to, whether it's located in a county, or in an independent city, like Falls Church City.** Bookmark "Find a Zip Code" in your favorites for future checking of street addresses. Please call us about a specific street address, or send a fax, or an e-mail with a list of addresses or job sites, we'll verify your whole address list, and return it back to you!

**4. Have you closed your business, or moved it out of Falls Church City?**

Download our business closure letter from the City's web site: [www.fallschurchva.gov/cor](http://www.fallschurchva.gov/cor) and then click on the "Close/Move Your Business" link. Complete the form and scan it and e-mail it to us, or mail, fax, or bring it into us, or include this information on your letterhead: the closure or move date, your new street address, an e-mail address and a phone number. Send a copy of your new business license. You might get a Business License Tax refund, and we'll close your accounts, if no balance is due. Tangible Personal Property taxes are not prorated.

Tom Clinton, Commissioner of the Revenue  
300 PARK AVE, STE #202W, FALLS CHURCH, VA 22046-3301  
Call us at: (703) 248-5450, or send an email to: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov)

*Thank you for doing business in the City of Falls Church! We wish you much success in 2021!*