



COMMISSIONER OF THE REVENUE

City of Falls Church
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 Falls Church, Virginia 22046-3301

Tom Clinton

Commissioner of the Revenue
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www.fallschurchva.gov

**2016 TANGIBLE PERSONAL PROPERTY SUMMARY
 RETURN FOR ALL BUSINESS EQUIPMENT**
 (an itemized list of all equipment must be attached separately)

INSTRUCTIONS: Report all property owned as of January 1, 2016, giving cost value, not depreciated book value. You must attach a separate itemized list of all furniture, computer equipment, machinery and tools that are used in your business. This must be done every year without exception. If leased or rented property was in your possession as of January 1, 2016, complete the back of this form. Don't wait until the last minute; mail your return back early! **Please Note:** Returns filed after **May 1, 2016**, are subject to a 10% late filing penalty of the tax assessed, or a minimum of \$10.

	Account Number
	Federal ID or SS#
	Telephone Number
	E-mail Address

Billing Address (If different from above)

A SEPARATE LIST OF ALL ASSETS, WITH THE ORIGINAL COSTS WRITTEN AND TOTALED IN THE CATEGORIES BELOW, IS REQUIRED EVERY YEAR BY (SEC 58.1-3518 OF THE VA CODE). COMPLETE YOUR RETURN AND MAIL IT BACK BY **MAY 1, 2016. *RETURNS WITHOUT A SEPARATE ITEMIZED LIST OF ASSETS WILL NOT BE ACCEPTED & WILL BE RETURNED. QUESTIONS? CALL (703) 248-5450. SEE SAMPLE RETURN.**

YEAR OF PURCHASE (Providing Cost Value Only)	COST VALUE OF PERSONAL PROPERTY			COMPUTER HARDWARE (Listed & depreciated separately)	FOR OFFICE USE	
	FURNITURE & EQUIPMENT	MACHINERY & TOOLS	FOR OFFICE USE			
1. Personal Property Purchased in 2009 and all Prior Years			20%		5%	
2. Personal Property Purchased in 2010			30%		5%	
3. Personal Property Purchased in 2011			40%		10%	
4. Personal Property Purchased in 2012			50%		10%	
5. Personal Property Purchased in 2013			60%		35%	
6. Personal Property Purchased in 2014			70%		50%	
7. Personal Property Purchased in 2015			80%		70%	
TOTAL ORIGINAL COST OF THE PROPERTY						

ALL BUSINESS VEHICLES, LEASED OR OWNED, MUST BE REGISTERED WITH THE COMMISSIONER WITHIN 60 DAYS OF PURCHASE, OR LEASE, OR IT HAVING BEEN MOVED HERE, OR IF THE BUSINESS IS HEADQUARTERED HERE. A COPY OF THE DMV REGISTRATION IS REQUESTED. YOU CAN REGISTER A VEHICLE ON-LINE AT: WWW.FALLSCHURCHVA.GOV/VEHICLEREGISTRATION OR DOWNLOAD THE FORM AND SCAN IT AND EMAIL IT TO US. LOOK UNDER THE HEADING "HOW DO I", AND THEN CLICK ON "REGISTER". COMPLETE THE FORM AND FAX OR EMAIL THE REGISTRATION FORM AND A COPY OF YOUR DMV REGISTRATION CARD TO (703) 248-5212. PLEASE INCLUDE A CONTACT NAME, EMAIL ADDRESS AND A PHONE NUMBER. FOR MORE INFORMATION, CALL (703) 248-5450 OR EMAIL US AT: COMMISSIONER@FALLSCHURCHVA.GOV.

Print of Taxpayer Name (Please Print or Type)	Signature of Taxpayer	Date

FOR ASSESSMENT BY THE COMMISSIONER OF THE REVENUE

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SEE REVERSE SIDE TO ITEMIZE ANY LEASED EQUIPMENT USED IN YOUR BUSINESS