

\*\*\*\* **PLEASE READ THESE INSTRUCTIONS BEFORE  
COMPLETING BUSINESS PROPERTY FORM** \*\*\*\*

**INSTRUCTIONS**

1. You are required to fill out this form if you conducted business as an individual, partnership or corporation, or you have leased business equipment in the City of Danville on January 1. If your business is engaged in manufacturing you must use a different form.

2. For each year, include the cost of **ALL furnishings**, equipment & tools owned on January 1, including all items previously reported (NOT JUST NEW OR ACQUIRED SINCE LAST FILING IF STILL OWNED).

3. Report the original cost of equipment used in the business in the **original cost** column by the year of purchase; if property was free or at no cost, you must provide a fair market value in the **assessed value** column with "**FMV**" beside it.

A. Schedule 1 is for Computers: desktop and laptop computers, keyboards, monitors, printers, scanners, copiers, fax machines, credit/debit card payment devices, etc.

B. Schedule 2 is for all other tangible property. Examples of business tangible personal property are: hand held tools, power tools, desks, chairs, telephones, filing cabinets, bookshelves, pallet jacks, forklifts, skidders, hair dryers, wheelbarrows, scaffolding, ladders, signage, etc. **Do not list vehicles, trailers, etc. that are registered through the DMV.**

C. **Do Not** include any disposable items such as paper towels, pens, paint, stain, nails, ink/toner cartridges, or cleaning products.

4. Willful failure to file this return is a criminal offense in violation of Section 58.1-3518 of the Code of Virginia. Taxpayers who are required to file a return but who fail to do so will be subject to a statutory assessment.

A. Incomplete forms (e.g. detailed items not listed, all sections not completed, not signed or the words "**SAME AS LAST YEAR**", "**NO CHANGE**", "**0**", OR **SEE ATTACHED** will not be processed.

B. Attach a schedule for all tangible personal property **LEASED, RENTED, OR BORROWED**, provide the name and address of the owner/lessor, a description of the business property, and the beginning and ending dates of the lease, rented or borrowed items on a separate sheet.

5. **The business owner must sign and date this form.**

6. If business has closed you must furnish the date it closed, sign, date and return this form to have account closed.

**Any questions please contact our office at 434-799-5145, or fax: 434-799-5148. This filing is subject to audit by the Commissioner of the Revenue's office at any time.**



*City of Danville*  
OFFICE OF  
COMMISSIONER OF THE REVENUE

311 Memorial Drive  
P O Box 480  
Danville, Virginia 24543  
(434) 799-5145  
(434) 799-5148 Fax

January 1, 2018

Dear Taxpayer:

In order for this office to accurately assess your Business Personal Property (furniture, fixtures, computers, peripheral and equipment) we request that you complete this form and return it to us on or before **March 1, 2018** in compliance with Danville City Code 37-4(b). Thank you for your cooperation in this matter.

Yours very truly,

James M Gillie  
Commissioner of the Revenue

FOR OFFICE USE ONLY: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**BUSINESS PERSONAL PROPERTY RETURN  
TAX YEAR 2018  
FOR FURNITURE, FIXTURES, COMPUTERS, PERIPHERALS & EQUIPMENT  
(DO NOT INCLUDE MOTOR VEHICLES)**

Acct#: \_\_\_\_\_ BL: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_ Date Business Started in Danville: \_\_\_\_\_  
Please Check One: Individual  Partnership  Corporation or LC/LLC

<b>Schedule 1</b>		<b>All Computer Equipment / Peripheral</b>	
Report the total purchase cost by year of purchase of all computer equipment owned and located in Danville			
YEAR PURCHASED	ORIGINAL COST	PERCENTAGE	ASSESSED VALUE
Property purchased in 2017		60%	
Property purchased in 2016		50%	
Property purchased in 2015		30%	
Property purchased in 2014		20%	
Property purchased in 2013 and all years prior to 2013 *		10%	
<b>TOTAL ASSESSED VALUE</b>			<b>\$</b>

<b>Schedule 2</b>		<b>All Other Tangible Personal Property</b>	
Report the total purchase cost, by year of purchase, of all other tangible personal property (Except computer equipment listed in Schedule 1 above) owned and located in Danville			
YEAR PURCHASED	ORIGINAL COST	PERCENTAGE	ASSESSED VALUE
Property purchased in 2017		60%	
Property purchased in 2016		50%	
Property purchased in 2015		40%	
Property purchased in 2014		30%	
Property purchased in 2013 and all years prior to 2013 *		20%	
<b>TOTAL ASSESSED VALUE</b>			<b>\$</b>

All Furniture, Fixtures & Equipment fully depreciated, regardless of date of purchase, on hand December 31, 2013, should be included in this column at original cost. \*Hold 20% furniture, fixtures & equipment. \*Hold 10% computers & peripherals as long as it is used by the owner.

I declare that the statements and figures submitted on this return are true, full and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUST USE THIS FORM FOR RETURN**

Applicant Name & Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trading Name & Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_