

2020

RETURN TO DEBRA D. WOOD
 COMMISSIONER OF THE REVENUE
 One Park Center Court
 Manassas Park, VA 20111-2395
 703-335-8825

Account # _____

**BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY
 DUE ON OR BEFORE APRIL 15, 2020**

BUSINESS NAME: _____ TELEPHONE # _____

MAILING ADDRESS: _____ FAX # _____

_____ ZIP CODE: _____

BUSINESS TYPE: _____ DATE BUSINESS STARTED IN MANASSAS PARK: _____

FEDERAL I. D. OR SOCIAL SECURITY NUMBER: _____

MANASSAS PARK ADDRESS AS OF January 1: _____

VEHICLE ONLY:

Schedule 1 Tangible Personal Property:

VEHICLES, BOATS, AND TRAILERS ARE FILED ON SEPARATE FORMS. DO NOT INCLUDE THEIR COST ON THIS FORM.

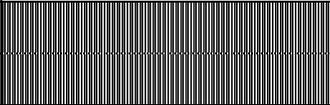
Report furniture, fixtures and other unlicensed equipment as of January 1

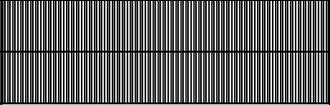
Faxed or emailed forms will not be accepted.

A SCHEDULE WITH A BREAKDOWN OF THESE ITEMS MUST BE INCLUDED.

RETURNS WITHOUT THIS SCHEDULE WILL NOT BE ACCEPTED.

(Office use only)
VEH: _____
BE: _____
CO: _____
MT: _____
ST: _____

Year Purchased	Business Equipment as Reported in 2019	Enter cost by Year of Purchase		2020 Filing	Office Use Only
		Sold or Disposed In 2019	Acquired in 2019		
Jan. 1, 2020					
2019					
2018					
2017					
2016					
2015					
2014 & Prior					

Year Purchased	Computer Equipment as Reported in 2019	Enter cost by Year of Purchase		2020 Filing	Office use Only
		Sold or Disposed In 2019	Acquired in 2019		
Jan. 1, 2020					
2019					
2018					
2017					
2016 & Prior					

DECLARATION: I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief. It is a misdemeanor for any person to willfully subscribe a return, which he does not believe to be true and correct as to every material matter.
(CODE OF VIRGINIA SECTION 58.1-11)

TAXPAYER SIGNATURE: _____ DATE: _____

PRINT NAME: _____ E-MAIL ADDRESS: _____

FOR MANUFACTURERS ONLY

Year Purchased	Reported in 2019	Enter cost by Year of Purchase		2020 Filing	Office Use Only
		Sold or Disposed In 2019	Acquired in 2019		
Jan. 1, 2020					
2019					
2018					
2017					
2016					
2015					
2014 & Prior					

Schedule 2 Leased Property

List all TANGIBLE PERSONAL PROPERTY leased rented or not owned by you. (Do not include Real Estate).

Item #1 _____

Name of Owner: _____

Address and Phone Number: _____

Item Description: _____

Original Cost: _____ Year placed in service: _____

Lease Number _____ Lessee name _____

Item #2 _____

Name of Owner: _____

Address and Phone Number: _____

Item Description: _____

Original Cost _____ Year placed in service: _____

Lease Number _____ Lessee name _____

All items will be assessed to owner.

If you have additional items, please list them on a plain piece of paper and attach it to this form.

GENERAL INSTRUCTIONS

1. **WHO MUST FILE** - Any Individual, Partnership or Corporation conducting business in the City of Manassas Park on January 1, any person or company owning equipment in Manassas Park on January 1, regardless of the date that their business was started or any person or company leasing equipment to a business in the City of Manassas Park on January 1 of a given year must complete and file this return.
2. **WHEN TO FILE** - Returns must be filed no later than April 15. The Commissioner of Revenue shall assess a penalty of ten percent (10%) of the amount of the tax for failure to file a timely return.
3. **WHERE TO FILE** - Completed returns should be delivered or mailed to the Commissioner of the Revenue, City of Manassas Park, One Park Center Court, Manassas Park, VA 20111-2395. Only postmarked dates by the Post Office will be accepted as on time. (No postage meter dates will be accepted). We do not accept faxed or emailed forms as we need an original signature.
4. The furnishing of all information requested in the schedules is necessary to insure proper assessment. Failure of the taxpayer to complete items in a schedule will result in an assessment being made based on the best available information. (CODE OF VIRGINIA 58.1-3519).
5. All returns are reviewed and if not complete will be returned to the taxpayer for correction or additional information
6. Additional forms, information and assistance are available at the office of the Commissioner of the Revenue or on the City's website at www.cityofmanassaspark.us and click on "downloadable forms" at the bottom left of the page.
7. If you would like to give permission to an individual other than the owner or an officer of the company, to discuss business personal property related matters, please attach a statement from the owner or an officer of the company giving such permission.