



COMMISSIONER OF THE REVENUE CITY OF MANASSAS PARK

One Park Center Court • Manassas Park, Virginia 20111-2395
(703) 335-8825

February 21, 2020



Debra D. Wood
Commissioner of Revenue

Dear Taxpayer:

Enclosed are your 2020 Business Tangible Personal Property Tax Forms and a reply envelope for your convenience. If you can not use the envelope, make sure that you address your filing to the Commissioner of the Revenue. Some businesses have put "Office of the City Assessor" and that mail goes into the mail slot of the Real Estate Assessor, who is not on site. Misdirected mail may cause you to get a late filing penalty or a statutory assessment.

Business Equipment ONLY should be reported on this form. You will receive a filing for the vehicles in March. Please remember that business vehicles are to be reported for personal property tax in the jurisdiction where the business is located, not where the vehicle is housed or garaged. This does not apply to vehicles that have an empty weight of 10,001 lbs. or more.

The computer section should include all hardware (i.e.: printer, keyboard, modem, etc.) Do not include operating software, as it is not taxable.

The Machinery and Tools Section is for Manufacturers ONLY. If you have not been classified as a manufacturer by the Commissioner of the Revenue, DO NOT USE THIS SECTION.

If you filed a 2019 return, enter your 2019 figures in the first column on the left. In the second column, enter the original cost (as previously reported) of any items sold, according to the year that they were purchased. (ie: On your 2019 return you filed on a desk that was purchased in 2016 for \$100. and sold during 2019. In the 1st column, \$100. would be on the year 2016 line. In the 2nd column, you would enter \$100. on the 2016 line.) To compute the amount in the fourth column, start on the left hand side with the amount reported in 2019, subtract the cost of the items sold during 2019, to obtain your 2020 total. **Do not list items sold in years prior to 2019.** This will be your 2020 filing.

If you did not file a return with Manassas Park last year, enter the original cost of your personal property in the "2020 Filing" column, according to the year of purchase.

An **itemized list of your business equipment MUST be furnished**, showing the date of purchase and original cost. This is necessary in order to determine if any non-taxable items have been included in your figures, as well as ensuring that the proper depreciation factor is used. Filings that do not have this information will be returned to you for completion.

NO RETURN WILL BE ACCEPTED WITHOUT THE ABOVE INFORMATION

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*** It is very important that you list ALL property used in your business that is not owned by you. (ie: postage meters, water coolers, vending machines, parts cleaning machines, credit card machines, etc.) Failure to provide complete information on all of your leasing companies may result in their bill being sent to you or possibly you being billed by 2 localities. (When you initiate a contract with a leasing company, make sure that they have your jurisdiction as MANASSAS PARK-not Manassas or Prince William County) Do not include the cost of leased property in the Business Equipment section, unless you are to be billed for the property. All leased equipment will be billed to the Lessor unless you note that you are to be billed. If you need additional room, please attach a separate sheet of paper.

IF YOU ARE NO LONGER IN BUSINESS, please return the form stating the name of the business and the date that you ceased to do business. In previous years, we have received forms that only had “out of business” written on them and had no name on the form or the envelope. If you do not give us the name of the business we can’t update our database and you will continue to get billed.

REMEMBER: If you were still in business January 1st, or if your equipment is still located in Manassas Park on January 1st, you are REQUIRED to file.

YOU ARE REQUIRED TO FILE ANNUALLY. Please complete and return your form no later than **APRIL 15**, to prevent a 10% late filing penalty. Faxed or e-mailed copies are not acceptable. We must have original signatures.

If you would like to give permission to an individual other than the owner or officer of the company, to discuss business personal property related matters, please attach a signed statement from the owner or an officer of the company giving such permission.

Any form not filed by April 15 will receive a statutory assessment.

If we can be of any assistance, please contact this office between 8:30 a.m. and 5:00 p.m. Monday through Friday.