

# 2010

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

# 2010

**BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY  
 DUE ON OR BEFORE APRIL 15, 2010**

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 1/1/2010 \_\_\_\_\_

**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, 2010**

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

**RETURNS WITHOUT THIS SCHEDULE WILL NOT BE ACCEPTED.**

<small>(Office use only)</small>	
VEH:	_____
BE:	_____
CO:	_____
MT:	_____
ST:	_____

Year Purchased	Business Equipment as Reported in 2009	Enter cost by Year of Purchase		2010 Filing	Office Use Only
		Sold or Disposed In 2009	Acquired in 2009		
Jan. 1, 2010	[Hatched Area]				
2009					
2008					
2007					
2006					
2005					
2004 & Prior					

Year Purchased	Computer Equipment as Reported in 2009	Enter cost by Year of Purchase		2010 Filing	Office use Only
		Sold or Disposed In 2009	Acquired in 2009		
Jan. 1, 2010	[Hatched Area]				
2009					
2008					
2007					
2006 & 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: \_\_\_\_\_

## FOR MANUFACTURERS ONLY

Year Purchased	Machinery and Tools as Reported in 2009	<u>Enter cost by Year of Purchase</u>		2010 Filing	Office Use Only
		Sold or Disposed In 2009	Acquired in 2009		
Jan. 1, 2010					
2009					
2008					
2007					
2006					
2005					
2004 & 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 of a given year must complete and file this return. 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. Failure to file a timely return the Commissioner of Revenue shall assess a penalty of ten percent (10%) of the amount of the tax.
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
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 by calling 335-8825.