



COMMISSIONER OF THE REVENUE CITY OF MANASSAS PARK

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



Debra D. Wood
Commissioner of Revenue

Dear Taxpayer:

Business Equipment ONLY should be reported on this form. A pre-printed form was mailed to you. It is a listing of all the vehicles that we currently have on record for you. If any of the vehicles have been disposed, please put the date on the appropriate line. If a vehicle has moved out of Manassas Park, please enter the date moved and where the vehicle moved.

If you have additional vehicles to add, you may add them directly to the form or list them on a plain piece of paper and attach it to your forms. Please include the year, make, tag number and title number of the vehicle. In lieu of writing all the information, you may attach a copy of the registration.

The computer section should include all hardware (i.e.: printer, keyboard, modem, etc.) Do not include 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 2009 return, enter your 2009 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 2009 return you filed on a desk that was purchased in 2006 for \$100. and sold during 2009. In the 1st column, \$100. would be on the year 2006 line. In the 2nd column, you would enter \$100. on the 2006 line.) In the third column, enter the original cost of any items acquired or purchased. To compute the amount in the fourth column, start on the left hand side with the amount reported in 2009, subtract the cost of the items sold during 2009, add the amount acquired during 2009 to obtain your 2010 total. Do not list items sold in years prior to 2009. This will be your 2010 filing.

If you did not file a 2009 return with Manassas Park, enter the original cost of your personal property in the "2010 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.

NO RETURN WILL BE ACCEPTED WITHOUT THE ABOVE INFORMATION

*** 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 are no longer in business, please return the form stating the name of the business and the date that you ceased to do business.

REMEMBER: If you were still in business 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.

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.