

COMMISSIONER OF THE REVENUE  
CITY OF MANASSAS PARK  
One Park Center Court  
Manassas Park, Virginia 20111-2395  
(703) 335-8825

Dear Taxpayer:

The Business Tangible Personal Property Tax Form is for Business Equipment ONLY. Do not include the cost of vehicles on this form. A separate pre-printed form will be mailed to you for the filing of vehicles that we have on record.

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 return last year, enter the prior years figures in the first column on the left. In the second column, enter the original cost (as previously reported) of any items sold last year, according to the year that they were purchased. (ie: On last years return you filed on a desk that was purchased in 2008 for \$100. and has now been disposed. In the 1<sup>st</sup> column, \$100. would be on the year 2008 line. In the 2<sup>nd</sup> column, you would enter \$100. on the 2008 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 that you reported as of January 1<sup>st</sup> of last year, subtract the cost of the items sold last year, add any amounts acquired during the year to obtain your current total. This will be your current year filing.

If you did not file a return last year with Manassas Park, enter the original cost of your personal property in the "Total" column, on the right, 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 they 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 1<sup>st</sup>, 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.