

2012

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

2012

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY
DUE ON OR BEFORE APRIL 15, 2012

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

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:

Table with 5 columns: Year Purchased, Business Equipment as Reported in 2011, Enter cost by Year of Purchase (Sold or Disposed In 2011, Acquired in 2011), 2012 Filing, Office Use Only. Rows include Jan. 1, 2012, 2011, 2010, 2009, 2008, 2007, 2006 & Prior.

Table with 5 columns: Year Purchased, Computer Equipment as Reported in 2011, Enter cost by Year of Purchase (Sold or Disposed In 2011, Acquired in 2011), 2012 Filing, Office use Only. Rows include Jan. 1, 2012, 2011, 2010, 2009, 2008 & 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	Reported in 2011	Enter cost by Year of Purchase		2012 Filing	Office Use Only
		Sold or Disposed In 2011	Acquired in 2011		
Jan. 1, 2012					
2011					
2010					
2009					
2008					
2007					
2006 & 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. 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
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 or 8826.