



# FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

## 2023 BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

<b>Account:</b>	<b>Federal ID:</b>	<b>NAICS:</b>
Owner Name / Trade Name		
Mailing Address		
Location Address		

### Schedule 1- Furniture & Fixtures

Date Business Began: \_\_\_\_\_

Report the total original cost by year of all tangible personal property owned and located in the County as of January 1, 2023. Additional instructions on the back. Detailed Asset List Required.

Property #

Year Purchased	Property Cost Reported	Property Cost by Year of Purchase		Total Cost		Value
		Disposed	Acquired			
2022	DO NOT EDIT VALUES BELOW	/			80%	
2021					70%	
2020					60%	
2019					50%	
2018					40%	
2017					30%	
2016/Prior					20%	

### Schedule 2- Computer Equipment

Report the total original cost by year of all computer equipment owned and located in the County as of January 1, 2023. Additional instructions on the back. Detailed Asset List Required.

Property #

Year Purchased	Property Cost Reported	Property Cost by Year of Purchase		Total Cost		Value
		Disposed	Acquired			
2022	DO NOT EDIT VALUES BELOW	/			50%	
2021					35%	
2020					20%	
2019					10%	
2018/Prior					2%	

### Schedule 3- Leased Tangible Property (Exclude Real Estate & Vehicles)

List all business tangible personal property leased from others. Capitalized leases are to be reported on Sch. 1 or 2. Additional instructions on the back. Lease Agreement & Detailed Asset List Required.

Name of Lessor		Address			
Description of Property		Start Date	/ /	End Date	/ /
Original Cost		Purchase Option	<input type="checkbox"/> Fair Market Value	<input type="checkbox"/> Bargain Buyout	

Pursuant to the Code of Virginia Section §58.1-11 it is a Class 1 misdemeanor for any person to willfully subscribe inaccurate information as true and accurate on this application.

Signature: \_\_\_\_\_ Name/Position: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Use Only	Date Received:	Reviewed by:
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## GENERAL INFORMATION

**MUST FILE BY MAY 1, 2023**

**TAXES DUE ON OCTOBER 5, 2023**

- The purpose of this return is to report the total original cost of all owned, leased, or rented tangible business property located in Fairfax County as of January 1.
- All owned assets must be reported at the original capitalized cost or the cost that would have been capitalized if the expense deduction, in lieu of depreciation, was elected per §179 of the Internal Revenue Code. The original cost includes sales tax, freight, setup, and installation of all tangible personal property.
- § 58.1-3109(6) of the Code of Virginia requires taxpayers, or their agents, to furnish information relating to tangible or intangible business personal property and requires such persons to furnish access to their books of accounts or other papers and records for the purpose of verifying information necessary to make a complete and accurate assessment.
- Automobiles, trucks, vans, motorcycles, RVs, campers, boats, airplanes, and mobile homes must be reported separately on a Personal Property Vehicle Registration form. Do not report them on this form.
- Property reported on this form is non-proratable and is taxed for the entire year even if sold or moved out of the county after January 1. County Ordinance § 4-17.1-5(F).
- Businesses located in the Town of Clifton, Herndon, or Vienna are required to file with Fairfax County.
- A 10% late filing penalty will be assessed for each schedule if not filed or postmarked by **May 1, 2023**.

## INSTRUCTIONS

Complete Schedules 1, 2 & 3 and attach a detailed asset listing of all property (tangible & intangible) owned by your company and located in Fairfax County as of January 1. Also, list the disposed and/or transferred assets on this form. The data should include description of the asset, original cost, and year acquired. If this information is not provided as prescribed, the form will be considered incomplete and, late filing penalties will be applied. Capitalized leases are treated as owned property and must be included in either Schedule 1 or 2, depending on the type of property. All leased or rented property must be reported in Schedule 3.

**Schedule 1** – Report the total original cost of all tangible personal property (except computer equipment and motor vehicles) located in Fairfax County as of January 1 of each year, including but not limited to furniture, equipment, tools, and signs used in any business or profession, artwork, trunk and feeder cables, and studio equipment of cable television businesses. Telephones, cell phones, and other telecommunications equipment, medical equipment, audio/visual equipment, multi-functional printers, and security systems are reported on Schedule 1.

**Schedule 2** – Report the total original cost of computer equipment (mainframe, PCs and peripherals, i.e., desktop printers, desktop scanners, monitors, modems, etc.) located in Fairfax County as of January 1 of each year. Only report operating software required to operate systems. Do not report application software, such as Excel, Word, accounting, inventory, or sales tracking software.

**Schedule 3** – Report all leased equipment and provide copies of lease agreements. Code of Virginia § 58.1-3518 requires lessees to report all tangible personal property leased from others. Leasing firms must file a return in their own name and should include the name and address of the lessee. This information should be provided in a printed or electronic media form. Incomplete filings will be returned.

**Address:** 12000 Government Center Pkwy # 223  
Fairfax, VA 22035

**Phone:** 703-222-8234 (Option 4) TTY:711

**Email:** [dtappdbusiness@fairfaxcounty.gov](mailto:dtappdbusiness@fairfaxcounty.gov)

**Website:** [www.fairfaxcounty.gov/taxes/business](http://www.fairfaxcounty.gov/taxes/business)

**Fax:** 703-324-3500

**Customer Service Call Center & Walk-In**

Monday – Friday 8:00 AM - 4:30 PM