



**200\_\_ TAX RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY FOR LOCAL TAXATION ONLY**

**Graham P. Wilson, Commissioner of the Revenue, City of Poquoson**

**FINAL FILING DATE - MARCH 1**

(Penalty for Late or Not Filing is 10%, \$10.00 Minimum, not to exceed amount of tax)

**SECTION I: Taxpayer Information**

Federal Identification/Social Security Number \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_

Business Location: \_\_\_\_\_

Type(s) of business: \_\_\_\_\_

(Please print name and mailing address of taxpayer)

**SECTION II: Filing Instructions**

Who must file: Every proprietor, firm or corporation engaged in business within the city limits of Poquoson, VA **MUST** file a return EVEN IF no personal property is used in the business. You should report all tangible personal property used in your business (including but not limited to furniture, fixtures, equipment and tools) on this form and file with Commissioner of the Revenue, 500 City Hall Ave, Poquoson, VA 23662. Phone: (757) 868-3020. Fax: (757) 868-3102.

- If you do not use any property in your trade or business, please complete section 1 (above) and section III (below) by indicating "NONE".
- If you discontinued your trade or business, please provide written notice of the date the business ceased to operate.

**SECTION III: Business Personal Property Assets**

Report the total original cost of all furniture, fixtures, equipment and tools used in the operation of your business, **including all fully depreciated property**. Total original cost is defined as all costs incidental to acquiring and placing an asset in use, including but not limited to the purchase price, freight, labor, installation and sales tax. Total original cost is determined before any allowances for trade-ins or depreciation.

	<b>TOTAL ORIGINAL COST</b>	<b>(Leave this space Blank)</b>
Total original cost of property (as defined above) used in the operation of your business as of January 1 this year.		
<b>**An itemized breakdown or detailed depreciation schedule including description of property, date purchased and original cost is required.**</b>		

**SECTION IV: Other personal property**

Attach a separate sheet to report any business vehicles located in the City of Poquoson that DO NOT have a current year Poquoson City Decal and to report all leased or rented assets if the taxes are the responsibility of the lessor.

**SECTION V: Taxpayer Declaration**

I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. I understand that it is a misdemeanor for any person to willfully subscribe a return that is not believed to be true and correct as to every material manner. (VA Code §58.1-11)

<b>Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

VA Code §58.1-3519 authorizes the Commissioner of the Revenue to assess property based on the best information available in any case where a taxpayer neglects or refuses to file a return. All filings are subject to audit by the Commissioner of the Revenue at any time.