



**CITY OF WAYNESBORO**

Commissioner of the Revenue  
 503 W. Main Street, Room 107  
 Waynesboro, Virginia 22980  
[www.waynesboro.va.us](http://www.waynesboro.va.us)  
 Phone: (540) 942-6610 Fax: (540) 942-6611

<p><b>2023</b> BPP</p> <p>Acct. No: _____</p> <p style="text-align: right;"><i>OFFICE USE ONLY</i></p>
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**Due Date: May 1, 2023**

**2023 RETURN OF BUSINESS PERSONAL PROPERTY**

Name & Address: _____ _____ _____	> SS# _____ or > FEIN# _____ NATURE OF BUSINESS: _____ CONTACT NAME: _____ TELEPHONE NO: _____ FAX NO. AND/OR EMAIL ADDRESS: _____
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**\*\*\*Instructions on back of form \*\*\***

**1. BUSINESS AND/OR PROFESSIONAL EQUIPMENT Attach a listing of equipment by year of purchase.**

\*\*\*IMPORTANT\*\*\*

**A list of all items reported must be attached.**

YEAR PURCHASED	COST OF EQUIPMENT	ASSESSMENT RATE	ASSESSED VALUE
Property purchased in 2022		X 80 %	
Property purchased in 2021		X 70 %	
Property purchased in 2020		X 60 %	
Property purchased in 2019		X 50 %	
Property purchased in 2018		X 40 %	
All prior years		X 30 %	
<b>SECTION 1 MUST BE FULLY COMPLETED</b>			<b>Total Assessed Value \$</b>

**2. OUTDOOR SIGNS: Do not include Signs in Items Reported Above.**

Description:	Retail Cost	Year Purchased	<i>OFFICE USE ONLY</i>

**3. LIST ALL EQUIPMENT LEASED OR RENTED FROM OTHERS** If more space is needed, please attach a separate sheet

NAME AND ADDRESS OF LESSOR	DESCRIPTION OF ITEM

**MOTOR VEHICLES OWNED AS OF JAN. 1, 2023** must be filed to the Commissioner of the Revenue on separate motor vehicle return. Any non-registered vehicles should be included on your asset list (item 1. above).

**Declaration by taxpayer:** I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief.

**NOTE:** It is a misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter.  
 (Code of Virginia Sec. 58.1-11)

\_\_\_\_\_  
 (Signature of Taxpayer) (Date)

\_\_\_\_\_  
 (Signature of Preparer) (Date)

FOR USE BY COMMISSIONER OF THE REVENUE

Business and/or Professional Equipment	1.	\$	
Outdoor Signs	2.	\$	
<b>TOTALS</b>		<b>\$</b>	

# INSTRUCTIONS

## Business Personal Property Return

The Virginia Tax Code 58.1-3518 requires all business owners, including home-based businesses, to file a Business Personal Property Return and asset list each year. It is the responsibility of every taxpayer who owns, leases, rents, or borrows tangible personal property that was used or available for use in a business and was located in the City of Waynesboro as of January 1<sup>st</sup> to report all tangible personal property. This form must be received by the Commissioner of the Revenue's office **on or before May 1<sup>st</sup>** of each year.

Failure to file and provide an asset list will result in a statutory assessment as allowed in 58.1-3519 of the Code of Virginia.

Returns received after May 1<sup>st</sup> will be assessed a late filing penalty of 10% or \$10.00 (whichever is greater).

Tangible Personal Property is everything other than real estate. It includes furniture, fixtures, tools, machinery, computers, telephone equipment, signs, canopies, leased equipment, hand tools, non-licensed vehicles and trailers, and any other equipment used in the business to earn income.

All equipment must be listed on an asset list that includes original purchase cost, original purchase date, and a description of the equipment. Total original cost includes all costs incidental to acquiring and placing an asset in use, including but not limited to the purchase price, freight, labor, and installation. **Original cost means the cost paid by the original purchaser of such property from the manufacturer or dealer.**

If you have failed to file or provide an asset list in previous years and continue failure to comply with the Code of Virginia you will be subject to an onsite audit of all equipment.

If you have any questions in reference to the information above please contact our office at 540-942-6610 **prior to May 1<sup>st</sup>** and we will be happy to assist you in the completion of the Business Personal Property filing form.

**Signature Required.** This form may not be accepted without the signature of the taxpayer or authorized agent.