



RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY FILE ON OR BEFORE **APRIL 17,**  
**2023 TO MANAGE YOUR TAXES AND PAY ONLINE GO TO [tax.pwcgov.org](http://tax.pwcgov.org)**

Business Name:  
 Contact Person:  
 Address:  
 City, State, Zip:  
 Phone:  
 E-mail:  
 FEIN or SSN:  
 Business Location:  
 Business Start Date:

OFFICE USE

Acct. No.

Date Filed

Late Filing Penalty YES  NO

**Please read the instructions on the back of this form before completing. Report all personal property located in Prince William County on January 1, 2023. Do not include licensed vehicles or certified short-term rental property. Enter amounts rounded to the nearest dollar.**

SCHEDULE A All tangible personal property owned except that included in Schedules B and C	
Year Purchased	Cost of Property
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014 and prior	

SCHEDULE B Earth moving equipment, coin operated laundry equipment	
Year Purchased	Cost of Property
2022	
2021	
2020	
2019	
2018	
2017 and prior	

SCHEDULE C Programmable computer equipment and peripherals, and computer equipment and peripherals used in a data center	
Year Purchased	Cost of Property
2022	
2021	
2020	
2019	
2018 and prior	

[You must include with your return an itemized list of all personal property reported showing acquisition date and cost and a copy of IRS Schedule 4562 \(Depreciation and Amortization\) if you complete this IRS schedule.](#)

SCHEDULE D Tangible personal property leased or rented from others				
Name of Owner(s)	Address of Owner(s)	Type of Equipment	Year Put Into Use	Cost at Purchase

**Check if applicable to your business activity –**

- The property declared in Schedules A, B and C is used in a manufacturing, mining, processing, and reprocessing, radio, or television broadcasting, dairy business, dry cleaning, or laundry business.
- The property declared in Schedules A, B and C is used in a research and development business.

**DECLARATION:** I declare that the statements and figures herein given, including any accompanying schedules and statements, are true, full, and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ DAYTIME PHONE NO. \_\_\_\_\_

## General Information

Any individual, partnership, or corporation engaged in a business or profession in Prince William County or engaged in leasing equipment that is located in Prince William County and used in a business or profession must complete this form. If information is preprinted, please update, or correct the information as necessary.

To avoid a late filing penalty of 10%, this filing form must be postmarked or returned by **APRIL 17, 2023**.

A separate form should be submitted for each business location.

Leasing companies must file a return in their own name. Items being leased can be consolidated on a single return as long as the detailed listing required to be filed with this return identifies the lessee and location address of the equipment.

Do not use this form to report licensed motor vehicles, trailers, boats, or aircraft. These items must be reported and registered within 60 days of purchase or location in the County by calling 703-792-6710.

Property required to be reported on this form is not subject to proration. Business personal property is taxed for the entire year even if it is sold or moved out of the County after January 1st.

If you own no business tangible personal property, you must still file a return; please enter "NONE" in Schedules A, B and C

## Schedules A, B, and C

Report in the appropriate schedule the total purchase cost by year all tangible property that is owned or being paid for by installment payments (including items acquired under a lease-purchase contract) located in Prince William County on January 1, 2023. All property must be reported, even if fully depreciated for accounting purposes. Please round amounts to the nearest dollar.

Total purchase cost is defined as the full capitalized original cost including tax, freight, and installation. There is no provision in law that allows for the deduction of indebtedness against the reported cost for business tangible property.

Schedule A should be used to report furniture, office equipment and fixtures, miscellaneous and incidental property, machinery and tools, and any other equipment not reported in Schedules B and C.

Miscellaneous and incidental property with an original cost of less than \$500 may be reported by estimating the total cost of all such property. If estimating the cost of miscellaneous and incidental equipment, please report the estimated cost in the year purchased. If the purchase year is not known, estimate the purchase year.

Schedule B should be used to report earth moving equipment and coin operated laundry equipment.

Schedule C should be used to report all computer hardware and peripheral equipment such as personal computers, notebook computers, monitors, mainframe and midrange units, file servers, POS equipment, backup units, storage devices, modems, fax machines, photocopy machines, printers, scanners, network cards, and cables. Do not report application software.

## Schedule D

Report all personal property leased or rented from others. Information used to complete this schedule should be obtained from lease agreement(s). Report operating leases only. Capitalized leases should be reported on Schedule A, B or C depending on the type of property.

## Additional Information Required To Be Filed With Return

In addition to this filing form, you must furnish a complete itemized listing of all tangible personal property, showing acquisition date and original cost. You must also include a copy of IRS schedule 4562 (Depreciation and Amortization) if you complete this schedule. Miscellaneous and incidental equipment with an original cost of less than \$500 reported on Schedule A as an estimate of the total aggregate cost of such equipment does not have to be itemized.

## Formula for Assessment

The assessment on which your tax will be based is computed using the percentages shown in the following table. To determine the assessment, multiply the reported cost for each year by the percentage for that year.

<u>Schedule A</u>	<u>Schedule B</u>	<u>Schedule C</u>
2022..... 85%	2022..... 80%	2022 ..... 50%
2021..... 75%	2021..... 65%	2021 ..... 35%
2020..... 65%	2020..... 50%	2020 ..... 20%
2019..... 55%	2019..... 35%	2019 ..... 10%
2018..... 45%	2018..... 20%	2018 and prior ... 5%
2017..... 35%	2017 and prior ... 10%	
2016..... 25%		
2015..... 15%		
2014 and prior .. 10%		

Please do not include payment with your return. You will be billed.

## Where to File

By Regular Mail – Please use the return envelope provided or send to Tax Administration Division, PO Box 2467, Woodbridge, VA 22195-2467

By Courier or Overnight Delivery – Tax Administration Division, 1 County Complex Court, Woodbridge, VA 22192-9201

In Person – Please use the drop box at any Tax Administration Office:

McCoart Administration Building  
1 County Complex Court, Woodbridge

Sudley North Government Center  
7987 Ashton Avenue, Manassas

## Filing Extension

An automatic 90-day extension is available by sending a request by email to [Taxpayerservices@pwcgov.org](mailto:Taxpayerservices@pwcgov.org). Include the account number and business name in your email request. You must request an extension prior to **April 17, 2023**.

Attach a copy of our reply email to your filing form or you may be assessed a late filing penalty.

## How to Contact Us

Please call 703-792-6710; by fax at 703-792-4673; or by e-mail at [Taxpayerservices@pwcgov.org](mailto:Taxpayerservices@pwcgov.org)

Additional forms can be downloaded from our web site at [www.pwcgov.org/tax](http://www.pwcgov.org/tax) (select Businesses)