



# COUNTY OF BOTETOURT

OFFICE OF THE COMMISSIONER OF REVENUE  
P.O. Box 128, Fincastle, Virginia 24090  
TELEPHONE (540) 473-8270 or (540) 928-2050  
commissioner@botetourt.org

# 2018

## RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY & MACHINERY & TOOLS

TAXPAYER I.D. # \_\_\_\_\_

### IMPORTANT INSTRUCTIONS - PLEASE READ

- FILE THIS FORM WITH THE COMMISSIONER OF REVENUE ON OR BEFORE APRIL 15, 2018. (see note on back)
- ALL TANGIBLE PERSONAL PROPERTY (OWNED OR LEASED) USED IN ANY BUSINESS OR PROFESSION MUST BE REPORTED. COST VALUES TO BE USED ARE ACTUAL ACQUISITION COSTS BEFORE ALLOWANCE FOR DEPRECIATION. COST VALUES OF ITEMS FULLY DEPRECIATED, BUT STILL IN USE, MUST BE INCLUDED.
- SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS PERTAINING TO TANGIBLE PERSONAL PROPERTY LEASED/ RENTED FROM OTHERS.

Business Physical Address (if different) \_\_\_\_\_

NATURE OF BUSINESS

Attach a list or Depreciation Schedule with description, cost and acquisition date of asset.

PROPERTY CLASSIFICATIONS	ORIGINAL COST VALUE OF PROPERTY ACQUIRED OR LEASED					
	ACQUIRED PRIOR TO 2014	ACQUIRED DURING 2014	ACQUIRED DURING 2015	ACQUIRED DURING 2016	ACQUIRED DURING 2017	FOR OFFICE USE ONLY
4. BUSINESS FURNITURE & FIXTURES, BUSINESS OFFICE MACHINES, PROFESSIONAL EQUIPMENT, CONSTRUCTION EQUIPMENT, SHOP & MECHANICS TOOLS & MACHINERY NOT USED IN MANUFACTURING, MINING, RADIO OR TELEVISION BUSINESSES.						
5. <b>LEASED/RENTED</b> BUSINESS FURNITURE & FIXTURES, BUSINESS OFFICE MACHINES, PROFESSIONAL EQUIPMENT, CONSTRUCTION EQUIPMENT, SHOP & MECHANICS TOOLS & MACHINERY NOT USED IN MANUFACTURING, MINING, RADIO OR TELEVISION BUSINESSES.						
6. <b>ASSESSMENT</b> RATIO (FOR OFFICE USE ONLY)	10%	30%	50%	70%	90%	

Below is for Manufacturers (and others listed in Line 7)

	DATE ACQUIRED	PRIOR TO 12-31-2012	FROM 1-1-2013 TO 12-31-2017	FOR OFFICE USE ONLY
7. MACHINERY AND TOOLS USED IN A MANUFACTURING, MINING, RADIO OR TELEVISION BROADCASTING.				
8. <b>LEASED/RENTED</b> MACHINERY AND TOOLS USED IN A MANUFACTURING, MINING, RADIO OR TELEVISION BROADCASTING, OR DAIRY BUSINESS.				
9. <b>ASSESSMENT</b> RATIO (FOR OFFICE USE ONLY)		42%	50%	

Contact: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Check here if business has closed \_\_\_\_\_  
If closed, date of closure \_\_\_\_\_

DECLARATION BY TAXPAYER: I DECLARE THAT THE FOREGOING STATEMENTS AND FIGURES ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**FOR USE BY COMMISSIONER OF REVENUE**  
Do not write below this line

\_\_\_\_\_  
AUTHORIZED SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE OF PREPARER (if not same as above)

ASSESSED VALUATION	TOTAL
BUSINESS PERSONAL PROPERTY	\$
MACHINERY & TOOLS	\$

LESSEES: With the exception of leased vehicles. Section 58.1-3518 Code of Virginia requires lessees to report all personal property leased from others with the name and address of owner.

LIST BELOW ALL TANGIBLE PERSONAL PROPERTY AND MACHINERY & TOOLS LEASED OR RENTED FROM OTHERS			
NAME OF OWNER	ADDRESS OF OWNER	DESCRIPTION OF ITEM	ESTIMATED VALUE

LIST TRUCKS, TRAILERS BELOW				
MAKE OF TRUCKS, TRAILERS	YEAR MODEL	TITLE #	DATE ACQUIRED	COST AT TIME OF PURCHASE

ATTACH SCHEDULE

**This return is a form only and due by April 15, 2018. Do not include payment with this form. Tax bills will be mailed in the Fall and tax payments are due by November 1, 2018.**