



COUNTY OF BOTETOURT

OFFICE OF THE COMMISSIONER OF REVENUE
57 S. Center Drive, Daleville, VA 24083
TELEPHONE (540) 928-2050
commissioner@botetourtva.gov

2023

RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY & MACHINERY & TOOLS

TAXPAYER I.D. # _____

Name _____

Mailing Address _____

Business Physical Address (if different) _____

NATURE OF BUSINESS

IMPORTANT INSTRUCTIONS - PLEASE READ

- FILE THIS FORM WITH THE COMMISSIONER OF REVENUE ON OR BEFORE APRIL 15, 2023. (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.

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 2019 | ACQUIRED DURING 2019 | ACQUIRED DURING 2020 | ACQUIRED DURING 2021 | ACQUIRED DURING 2022 | 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. LEASED/RENTED BUSINESS FURNITURE & FIXTURES, BUSINESS OFFICE MACHINES, PROFESSIONAL EQUIPMENT, CONSTRUCTION EQUIPMENT, SHOP & MECHANICS TOOLS & MACHINERY NOT USED IN MANUFACTURING, MINING, RADIO OR TELEVISION BUSINESSES. | | | | | | |
| 6. ASSESSMENT RATIO (FOR OFFICE USE ONLY) | 10% | 30% | 50% | 70% | 90% | |

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

| | DATE ACQUIRED | PRIOR TO 12-31-2017 | FROM 1-1-2018 TO 12-31-2022 | FOR OFFICE USE ONLY |
|--|---------------|---------------------|-----------------------------|---------------------|
| 7. MACHINERY AND TOOLS USED IN A MANUFACTURING, MINING, RADIO OR TELEVISION BROADCASTING. | | | | |
| 8. LEASED/RENTED MACHINERY AND TOOLS USED IN A MANUFACTURING, MINING, RADIO OR TELEVISION BROADCASTING, OR DAIRY BUSINESS. | | | | |
| 9. ASSESSMENT 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 |
| | | | |
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| LIST TRUCKS, TRAILERS BELOW | | | | |
|-----------------------------|------------|---------|---------------|--------------------------|
| MAKE OF TRUCKS, TRAILERS | YEAR MODEL | TITLE # | DATE ACQUIRED | COST AT TIME OF PURCHASE |
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ATTACH SCHEDULE

This return is a form only and due by April 15, 2023. Do not include payment with this form. Tax bills will be mailed in the Fall and tax payments are due by November 1, 2023.