



**COUNTY OF HANOVER, VIRGINIA
 BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY
 FOR LEASING COMPANIES
 TAX YEAR 2009**

T. Scott Harris, MCR
 Commissioner

Office of the Commissioner of the Revenue
 P.O. Box 488, Hanover, VA 23069-0488
 Tel: (804) 365-6129 Fax: (804) 365-6101
 Email: commissioner@co.hanover.va.us

PLEASE READ ENCLOSED INSTRUCTIONS BEFORE COMPLETING

Account #	SSN or Federal ID	Fax#	Business Phone #
		Nature Of Business	RECEIVED DATE OFFICE USE ONLY
		Physical Address	
		Date Business Established In Hanover	
REVIEWED BY:			

I. BUSINESS EQUIPMENT					Attach an itemized listing of property owned on January 1, 2009.	
PURCHASE DATE	(A) COST REPORTED ON PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) (= A + B - C) CURRENT YEAR'S COST	%	OFFICE USE ONLY
2003 & PRIOR					10%	
2004					20%	
2005					30%	
2006					40%	
2007					50%	
2008					60%	

II. COMPUTER EQUIPMENT & RELATED ITEMS					Attach an itemized listing of property owned on January 1, 2009	
PURCHASE DATE	(A) COST REPORTED ON PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) (= A + B - C) CURRENT YEAR'S COST	%	OFFICE USE ONLY
2003 & PRIOR					1%	
2004					5%	
2005					24%	
2006					35%	
2007					55%	
2008					66%	

The totals for Section I and Section II will come from Page 1, Section A of Form BPP-LBE. See instructions for Form BPP-LBE for more detailed information and instructions.

III.	MERCHANT'S CAPITAL	OFFICE USE ONLY
All inventory held for resale or retail on hand as of January 1, 2009.		

All merchants, wholesale and retail, must report merchant's capital pursuant to Virginia State Code §58.1-3509. Merchant's capital includes inventory of stock on hand, daily rental vehicles, daily rental property and all other taxable property offered for sale. For reporting purposes, the reported value should be the same value as reported on the taxpayer's most recent U.S. Federal Income Tax Return.

V.	LEASED EQUIPMENT AND VEHICLES	List all tangible personal property leased or rented from others which was located in Hanover County on January 1, 2009. Attach separate sheet if necessary.				
	NAME OF LESSOR	ADDRESS OF LESSOR	DESCRIPTION	LEASE ID#	MO. RENTAL	BEGINNING & END DATE

List or attach a schedule of all personal property leased, rented or borrowed from others in accordance with Virginia State Code §58.1-3518. Review the terms of each lease to determine if it is a true lease. A 'lease-purchase' or 'capital lease', usually non-cancelable and characterized by a nominal buyout provision is considered a financing agreement and should be reported as tangible personal property or computer equipment. Furnish the lease number, description of the item, beginning and ending dates of lease, monthly rent, and the complete name and address of the lessor. Do not list to whom you make the monthly payments in place of listing the lessor.

VI.	TAXPAYER SIGNATURE & INFORMATION	
I DECLARE THAT THE STATEMENTS AND FIGURES HEREIN GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.		ENTER A NAME, PHONE NUMBER AND LOCATION OF THE RECORDS SHOULD WE HAVE ANY QUESTIONS CONCERNING THIS RETURN.
NAME OF OFFICER SIGNING THE RETURN		CONTACT NAME & TITLE
OFFICER'S SIGNATURE		PHONE #
TITLE OF OFFICER		EMAIL
DATE OF SIGNATURE		LOCATION OF RECORDS

VII.	PAID PREPARER INFORMATION	
NAME OF PAID PREPARER		DATE FORM COMPLETED
PAID PREPARER'S SIGNATURE		
NAME OF FIRM OR NAME OF PAID PREPARER IF SELF EMPLOYED/ADDRESS/ZIP CODE		
PAID PREPARER'S PHONE #		

If you require additional information concerning this return, contact the office of T. Scott Harris, Commissioner of the Revenue. P. O. Box 488, Hanover, Virginia, 23069. Office staff can be reached at 804-365-6129 between the hours of 8:30 AM and 4:30 PM, Monday through Friday.



**COUNTY OF HANOVER, VIRGINIA
 BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY
 FOR LEASING COMPANIES – BUSINESS EQUIPMENT
 TAX YEAR 2009: FORM BPP-LBE**

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A. BUSINESS EQUIPMENT >>> GRAND TOTAL					SEC. B + SEC. C
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
GRAND TOTAL					To Form BPP-LM, Page I, Sec. I
B. BUSINESS EQUIPMENT >>> USED BY TAXPAYER					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					↑ To Grand Total Above.
C. BUSINESS EQUIPMENT >>> TOTAL LEASED TO BUSINESSES					THE SUM OF ALL THE LESSEES.
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					↑ To Grand Total Above.

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
GRAND TOTAL					To Sec C, Page I

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					To Sec C, Page I

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					To Sec C, Page I



COUNTY OF HANOVER, VIRGINIA
BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY
FOR LEASING COMPANIES – COMPUTER EQUIPMENT
TAX YEAR 2009: FORM BPP-LCE

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 Commissioner

PLEASE READ ENCLOSED INSTRUCTIONS BEFORE COMPLETING

A. COMPUTER EQUIPMENT & RELATED ITEMS >>> GRAND TOTAL					SEC. B + SEC. C
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
GRAND TOTAL					To Form BPP-LM, Page I, Sec. II
B. COMPUTER EQUIPMENT & RELATED ITEMS >>> USED BY TAXPAYER					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					↑ To Grand Total Above.
C. COMPUTER EQUIPMENT & RELATED ITEMS >>> TOTAL LEASED TO BUSINESSES					THE SUM OF ALL THE LESSEES.
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					↑ To Grand Total Above.

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
GRAND TOTAL					To Sec C, Page I

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					To Sec C, Page I

Lessee:					_____ of _____
Location:					
PURCHASE DATE	(A) COST PER PRIOR YEAR'S RETURN	(B) ADDITIONS / TRANSFERS-IN	(C) DISPOSALS / TRANSFERS-OUT	(D) = A + B - C CURRENT YEAR'S COST	NOTES
2003 & PRIOR					
2004					
2005					
2006					
2007					
2008					
TOTAL					To Sec C, Page I

Instructions for Hanover County Business Return of Tangible Personal Property for Leasing Companies

In accordance with Virginia State Code §58.1-3518, it is the responsibility of every taxpayer who owns, leases, rents or borrows tangible personal property which is used or is available for use in a business and which is located in Hanover County as of January 1 to report such property on this return.

Please print all information, except signatures, on the form using a medium point pen in blue or black ink. The forms are now scanned and retained as an image.

General Instructions

This form must be received in the Commissioner's office on or before May 1. Returns received in the office after May 1 are subject to a late filing penalty of 5% of the tax due or \$10.00, whichever is greater.

Willful failure to file this return is a criminal offense in violation of Virginia State Code §58.1-3518. Any taxpayer required to file a form who neglects to do so will be subject to a statutory assessment.

Incomplete forms or Form 762 will not be accepted and will be returned to you. A form is considered incomplete for any of the following reasons:

- The detailed list of leases, physical location of associated equipment, lease inception date and cost of asset acquisition supporting the summarized asset values reported on the face of the return is not attached.
- All fields and sections are not completed. If no assets are reported, an explanation must be attached. Stating "same as last year" or "see attached" is not acceptable.
- The form is not signed and dated by the authorized representative.

If a form is returned as incomplete, the corrected form must still be received in the office on or before May 1 to avoid late filing penalties.

All expensed or fully depreciated assets owned by the business as of January 1, regardless of the date of acquisition, should be included at original cost. Do not report trailers, boats or aircraft on this return.

All property must be reported at its total capitalized cost before any allowance for trade-in or depreciation. Total capitalized cost should include the actual purchase price – excluding capitalized interest, installation and labor, wiring, design, special foundations and supports, transportation and freight, and any other normal costs of acquiring the asset. These cost figures must be reported on a calendar year basis.

An explanation is required if there is a difference between the reported yearly cost figures shown under tangible personal property and computer equipment from your prior year return.

If you no longer own any tangible personal property, indicate NONE in each section of the form with an explanation of why there is no property, i.e. all assets of business sold, business relocated to another locality, etc. This includes those businesses that are not in operation as of January 1.

FORM BPP-LBE: BUSINESS EQUIPMENT

List all the lessees leasing business property from the taxpayer as well as the total respective dollar value into the appropriate section(s) on the form. The data (i.e. lessee & dollar amount) should be segregated by lessee(s) as well as by acquisition date(s).

Some common examples of business equipment are furniture, fixtures, non-manufacturing tools, equipment, office machines, hand held tools, power tools, copiers, fax machines, desks, chairs, cubicle partitions, telephones, filing cabinets, computer desks, book shelves, adding machines, pictures, shelves, pallet jacks, forklifts, skidders, signs (fixed or portable), digital cameras, television sets, video cassette recorders ("VCR's"), etc.

SECTION A: The values listed in this section is the sum of **Section B, Business Equipment >>> Used by Taxpayer**, and **Section C, Business Equipment >>> Total Leased to Businesses**. The totals from this section will flow to Page 1, Section I of form BPP-LM. See each respective section for more detailed information.

SECTION B: If this section is applicable, then list the total acquisition value (as defined above) of all the business equipment that is:

- Owned by the taxpayer,
- Being used by the taxpayer,
- Not being leased to any lessees, and is
- Located within Hanover County as of January 1.

The totals from this section will be combined with the totals from **Section C, Business Equipment >>> Total Leased to Business**. If this section is not applicable, please put zeroes or write "None" in the applicable areas.

SECTION C: The value listed in this section should be the total acquisition value (as defined above) of all the business equipment that is:

- Owned by the taxpayer,
- Being leased, and is
- Being used by the lessee(s).

The value should be the sum of the values of all the assets leased to the lessees. The totals in this section should agree to the sum of all the values listed on the lessee worksheet.

LESSEE WORKSHEET: List all of your lessees and the dollar value of the assets being leased. Each lessee should be listed separately along with the assets being leased and its total acquisition cost (as defined above). The values should be placed into each respective section in accordance to its acquisition date. If extra lessee worksheets are required, photocopies of the original worksheet are acceptable.

FORM BPP-LCE: COMPUTER EQUIPMENT

List all lessees leasing computer property from the taxpayer as well as the **total respective dollar value** into the appropriate section(s) on the form. The data (i.e. lessee & dollar amount) should be segregated by lessee(s) as well as by acquisition date(s).

The value of all tangible property that is the original cost (whether capitalized or expensed) of all tangible property that is owned or being paid in installments by the taxpayer filing this form. Include all computer hardware, peripheral equipment, and operation software. **DO NOT INCLUDE APPLICATION SOFTWARE.**

Some common examples of computer equipment are desktop computers, laptop computers, computer printers, computer scanners, mainframes, handheld scanners, credit / debit card payment devices, point-of-sale ("POS") terminals, computer monitors, zip drives, compact disk ("CD") or digital video disc ("DVD") burners, keyboards, mice, palm pilots, etc.

SECTION A: The values listed in this section is the sum of **Section B, Computer Equipment >>> Used by Taxpayer**, and **Section C, Computer Equipment >>> Total Leased to Businesses**. The totals from this section will flow to Page 1, Section I of form BPP-LM. See each respective section for more detailed information.

SECTION B: If this section is applicable, then list the total acquisition value (as defined above) of all the Computer equipment that is:

- Owned by the taxpayer,
- Being used by the taxpayer,
- Not being leased to any lessees, and is
- Located within Hanover County as of January 1.

The totals from this section will be combined with the totals from **Section C, Computer Equipment >>> Total Leased to Business**. If this section is not applicable, please put zeroes or write "None" in the applicable areas.

SECTION C: The value listed in this section should be the total acquisition value (as defined above) of all the computer equipment that is:

- Owned by the taxpayer,
- Being leased, and is
- Being used by the lessee(s).

The value should be the sum of the values of all the assets leased to the lessees. The totals in this section should agree to the sum of all the values listed on the lessee worksheet.

LESSEE WORKSHEET: List all of your lessees and the dollar value of the assets being leased. Each lessee should be listed separately along with the assets being leased and its total acquisition cost (as defined above). The values should be placed into each respective section in accordance to its acquisition date. If extra lessee worksheets are required, photocopies of the original worksheet are acceptable.

If you require additional assistance concerning this return, contact the office of **T. Scott Harris, Commissioner of the Revenue**. The Office of the Commissioner of the Revenue is in Room 112 of the Wickham Building in the Hanover County Courthouse Complex located at 7497 County Complex Road, Hanover, Virginia, 23069. Office hours are 8:30 – 4:30, Monday through Friday.