

2006

Form BPP-R

HANOVER COUNTY COMMISSIONER OF THE REVENUE BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY

P.O. Box 488, Hanover, VA 23069-0488



T. Scott Harris
Commissioner

For Assistance call (804) 365-6129

PLEASE READ INSTRUCTIONS BEFORE COMPLETING

ACCOUNT #	SSN OR FEDERAL ID. NO.	FAX#	BUSINESS PHONE #
OWNER'S NAME LAST FIRST MI.		NATURE OF BUSINESS	RECEIVED DATE OFFICE USE ONLY
Trade Name		PHYSICAL ADDRESS	
Mailing Address		DATE BUSINESS ESTABLISHED IN HANOVER	
City/State/Zip		REVIEWED BY: _____	

I. BUSINESS EQUIPMENT (SEE INSTRUCTIONS FOR EXAMPLES)						ATTACH AN ITEMIZED LISTING OF PROPERTY OWNED ON JANUARY 1, 2006.
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
2000 & PRIOR					10%	
2001					20%	
2002					30%	
2003					40%	
2004					50%	
2005					60%	

II. COMPUTER EQUIPMENT & RELATED ITEMS						ATTACH AN ITEMIZED LISTING OF PROPERTY OWNED ON JANUARY 1, 2006
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
2000 & PRIOR					1%	
2001					5%	
2002					24%	
2003					35%	
2004					55%	
2005					66%	

III. MERCHANT'S CAPITAL	OFFICE USE ONLY
ALL INVENTORY OF STOCK ON HAND AS OF JANUARY 1, 2006.	\$

IV.	MACHINERY & TOOLS	<small>ONLY MACHINERY AND TOOLS USED IN MANUFACTURING, PRINTING, MINING, WATER WELL DRILLING, RADIO OR TELEVISION BROADCASTING, DAIRY, DRY CLEANING OR LAUNDRY BUSINESS.</small>	
ORIGINAL CAPITALIZED COST		OFFICE USE ONLY	

V.	LEASED EQUIPMENT AND VEHICLES	<small>LIST ALL TANGIBLE PERSONAL PROPERTY LEASED OR RENTED FROM OTHERS JANUARY 1, 2006 WHICH WAS LOCATED IN HANOVER COUNTY.</small>			
<i>NAME OF LESSOR</i>	<i>ADDRESS OF LESSOR</i>	<i>DESCRIPTION</i>	<i>LEASE ID#</i>	<i>MO. RENTAL</i>	<i>BEGINNING & END DATE</i>

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

PAID PREPARER INFORMATION	
PREPARER'S SIGNATURE: _____	PREPARER'S NAME: _____
FIRM'S NAME (OR YOURS IF SELF-EMPLOYED), ADDRESS, & ZIP CODE: _____	
DATE: _____ PHONE NO. _____	SELF-EMPLOYED? YES _____ NO _____

Reminders:

- Willful failure to file this return is a criminal offense in violation of Section 58.1-3518 of the Code of Virginia. Any taxpayer required to file a return who neglects to do so, will be subject to a statutory assessment.
- Be sure that an officer of the business signs and dates the business return of tangible personal property. **Failure to do so may result in the return being considered incomplete and a late filing penalty fee may be assessed accordingly.**
- Business returns of tangible personal property are due May 1, 2006. Failure to file by the due date will result in a late filing penalty of 5% of tax due or \$10.00 whichever is greater.
- A detailed itemized listing of all tangible personal property located in Hanover County on January 1, 2006 must be attached. The attached listing must reconcile to the data reported in each respective section on Page 1. **Failure to do so may result in the return being considered incomplete and a late filing penalty fee may be assessed accordingly.**
- The value reported for Merchant's Capital must agree to the value reported on the taxpayer's most recent U.S. Federal Income Tax Return.
- A copy of form 4562, Depreciation & Amortization, filed with the taxpayer's most recent U.S. Federal Income Tax Return must be attached. **Failure to do so may result in the return being considered incomplete and a late filing penalty fee may be assessed accordingly.**
- All licensed vehicles **not** titled in a business' name along with their Vehicle Identification Numbers (VIN's) are required to be listed along with other tangible personal property on the detailed itemized listing, **but is not required to be included in the cost figures.**
- Enter all required information including cost figures. **Do not write "Same as Last Year" or "See Attached". Penalties may be incurred if form is not properly completed.**
- Mail business return of tangible personal property and supporting schedules to: **Hanover County Commissioner of the Revenue, P.O. Box 488, Hanover, Virginia 23069-0488.**



Instructions for 2006 Hanover County Business Return of Tangible Personal Property

FILING DATE: MAY 1, 2006



In accordance with §58.1-3518 of the Code of Virginia, 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, Virginia as of January 1, 2006, to report such property on this return.

WHAT'S NEW FOR 2006?

- Leasing companies are now required to complete forms BPP-LM, BPP-LBE, BPP-LCE, and its respective worksheets in lieu of form BPP-R. Also attach a separate list identifying all property, its full original cost, its date purchased, and the name and address of the lessee leasing the property.
- All assets retired during the prior tax year are now required to be listed on a separate schedule or identified on the detailed itemized listing. This is applicable to all assets regardless of the year of their acquisition if previously filed.
- Assets listed on the itemized schedule attached to the return are now required to be sorted by business class type and by acquisition year.
- The value reported for Merchant's Capital must agree to the value as reported on the taxpayer's most recent U.S. Federal Income Tax Return.
- A copy of the form 4562, Depreciation & Amortization, filed with the taxpayer's most recent U.S. Federal Income Tax Return must be attached.
- The return is now required to be signed by an officer of the business and the paid preparer if applicable (i.e. CPA, Attorney, Property Firm).

GENERAL INSTRUCTIONS:

FAILURE TO FILE A RETURN BY THE DUE DATE OF MAY 1, 2006 MAY RESULT IN A PENALTY OF 5% OF THE TAX DUE OR \$10.00, WHICHEVER IS GREATER.

If you no longer own any tangible business 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, 2006.

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 (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.

ALL EXPENSED OR FULLY DEPRECIATED ASSETS OWNED BY THE BUSINESS AS OF JANUARY 1, 2006 REGARDLESS OF THE DATE OF ACQUISITION, SHOULD BE INCLUDED AT ORIGINAL COST. DO NOT REPORT TRAILERS, BOATS OR AIRCRAFT ON THIS RETURN.

All fields must be completed (i.e. Social security or federal identification number, contact person's name and telephone, date of business established, etc.) **PRINT OR TYPE ANY INFORMATION ON THIS FORM.**

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 adjustments are required to be made to prior year cost figures, complete form BPP-ADJ and attach it to the current year's return. Call the Commissioner's Office to request form BPP-ADJ.

SECTION I: BUSINESS EQUIPMENT

Enter 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. List the cost by year of purchase for personal property such as furniture, fixtures, non-manufacturing tools, equipment, office machines, and signs (fixed or portable). **Attach a detailed itemized listing of all tangible personal property located in Hanover County on January 1, 2006 including motor vehicles not titled in the business' name along with their Vehicle Identification Numbers (VIN's). List Computer Equipment separately in the area provided.**

Some common examples of business equipment are 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 II: COMPUTER EQUIPMENT

Enter the original cost of all home/office or mainframe computer equipment 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 III: MERCHANT'S CAPITAL

All merchants (whether wholesale or retail) must report merchant's capital pursuant to §58.1-3509 of the Code of Virginia. 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.

SECTION IV: MACHINERY AND TOOLS

Report total original cost (whether capitalized or expensed) for all machinery and tools and equipment ***used*** directly and indirectly in manufacturing, printing, mining, water drilling, radio or television broadcasting, dairy, dry cleaning or laundry business. Total includes all costs incidental to acquiring and placing an asset in use (freight, installation, sales tax, etc.) Do not include licensed and unlicensed vehicles or application software.

SECTION V: LEASED EQUIPMENT AND VEHICLES

List or attach a schedule of all personal property leased, rented or borrowed from others in accordance § 58.1-3518 of the Code of Virginia. Review the terms of each lease to determine if it is a true lease. A "lease-purchase" ("capital lease"), usually non-cancelable and characterized by a nominal (often \$1.00) buyout provision, is considered a financing agreement and should be reported as tangible personal property or computer equipment. Furnish lease number, description of item, beginning and ending dates of lease, monthly rent, and the complete name and address of lessor. **Do not list to whom you make the monthly payments in place of listing the lessor.**

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 23069-0488.

Office hours: Monday through Friday 8:30 AM to 4:30PM

Main Number: (804)365-6129

Fax Number: (804)365-6101

From Old Church call: (804) 730-6129

From Rockville call: 798-6160, EXT.6129

From Beaverdam call: 227-3377, EXT.6129

website: www.co.hanover.va.us e-mail: commissioner@co.hanover.va.us