

RETURN OF TANGIBLE PROPERTY FOR SPOTSYLVANIA COUNTY

TAX YEAR 2010



Deborah F Williams
 Commissioner of Revenue
 PO Box 175,
 9104 Courthouse Rd
 Spotsylvania VA 22553- 0175
 Phone: (540) 507-7052 Fax: (540) 582-3630
 email: cor@spotsylvania.va.us

Office Use Only	
Business Property #	
Business License #	
Extension Granted _____	

OWNER INFORMATION	Physical Address			Date Start
Owner Name:	Block/Street Name:			____ / ____ / ____
Trade Name:	City	State	Zip	
Mailing Address: Block/Street Name:	Federal ID:	Contact Phone:	Business Phone:	Fax Number:
City	State	Zip+4	Email Address:	
Website:				
Description of Business:				
Type of Business: Sole Proprietor Partnership Corporation Other (S Corp, LLC, etc)				

ADDITIONAL PROPERTY (Please attached a separate sheet if needed.)							
Year	Make	Model	Identification Number	Tag#	Mileage *	Purchase Price	Date Purchased

* please report mileage as of 1/1/2010

SALE OF BUSINESS				
If the business has closed or sold, please provide the following:			Date of Sale/Closed ____ / ____ / ____	
New Owner's Name			Phone: (____) _____	
Mailing Address: Block / Street	City	State	Zip	Zip+4

SIGNATURE(S)				
I declare that the foregoing statement and cost amounts are true, complete, and correct to the best of my knowledge.				
Signature _____	____ / ____ / ____ Date	(____) _____ Phone Number	ext _____	
Signature (person other than taxpayer preparing this return) _____	____ / ____ / ____ Date	(____) _____ Phone Number	ext _____	

SEE INSTRUCTIONS ON PAGE 2

INSTRUCTIONS FOR RETURN OF TANGIBLE PROPERTY FOR SPOTSYLVANIA COUNTY

This form is to be used for Business Tangible Property. Business owners need to file the following but not limited to if these items are titled in the Business Name and not their personal name: cars, pickups, trucks, motorcycles, boats and boat trailers, campers, RVs and trailers on this form.

Complete this form in its entirety.

- **WHEN DO I FILE?**
To avoid a late filing penalty of 10%, this form must be postmarked on or before February 1, 2010.
- **WHAT IF I NEED MORE TIME TO FILE?**
An extension may be requested for thirty (30), sixty (60), or ninety (90) days. The request must be filed with our office on or before February 1, 2010. A confirmation will be sent to you via letter, email or fax. A copy of extension request form can be accessed on our website at www.spotsylvania.va.us/departments/cor.
- **WHEN WILL I RECEIVE A BILL?** Tax bills are mailed twice a year, approximately 30 days prior to the due dates of June 5th and December 5th. If you do not receive a bill, please contact the Treasurer's Office at 540-507-7058 or view your account balance at <https://www.spotsylvania.va.us/onlineservices/accountlookup>.
- **Please contact the office with any of the following changes within thirty (30) days**
 1. Purchasing or disposing of any business personal property
 2. Address Changes - If a vehicle has moved out of state, please furnish this office with a copy of the new title or registration indicating date issued. Your vehicle is taxable in Virginia until titled and registered in another state.
 3. Cars and pickups that have 100,001+ miles on January 1st can qualify for the high mileage deduction. To add a high mileage code or change the current mileage code of your vehicle, please mark it on the form. Claiming high mileage for the first time, please indicate the mileage as of January 1, 2010.

High Mileage Chart		
Code	Minimum	Maximum
A	100,001	115,000
B	115,001	130,000
C	130,001	No Limit

- **HOW DO I REPORT FURNITURE & FIXTURES?**
If you have business property (furniture & fixtures, heavy construction, or machinery & tools), you should receive a separate filing form for reporting changes. If you do not receive a return for filing these, please call 540-507-7051 or email cor@spotsylvania.va.us with any questions.