

# RETURN OF TANGIBLE PROPERTY FOR SPOTSYLVANIA COUNTY

**TAX YEAR 2023 - File by 2/1/23**

Filing form for Vehicles only

Office Use Only	
Vehicle Property Acct #	
Extension Granted _____	



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

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)				

**Please list vehicles owned by the business. (Attached a separate sheet if needed.)**

Year	Make	Model	Identification Number (VIN)	Tag#	Mileage *	Purchase Price	Date Purchased

\* please report mileage as of 1/1/2023

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 of vehicles. Business owners need to file the following, but not limited to, 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, 2023.
- **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, 2022. 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/555/forms](http://www.spotsylvania.va.us/555/forms).
- **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 <http://www.spotsylvania.va.us> and click on "Pay Your Bill."
- **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, 2022.

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](mailto:cor@spotsylvania.va.us) with any questions.