

2010

10% PENALTY DUE IF
FILED AFTER MAY 1, 2010

Ingrid H. Morroy
Commissioner of Revenue
Arlington County

BUSINESS TANGIBLE PROPERTY TAX RETURN

File this return on or before May 1, 2010



Part I: Taxpayer Information

Account No. _____

FEIN or SS #: _____

Start date in Arlington: _____

Cease date in Arlington: _____

Phone: _____ Fax: _____

Arlington Address: _____

Number of Employees: _____

Part II: Asset Tables

A: Non-Computer Assets

	A	B	C	D = A-B+C	E	F = D x E
Year of Purchase	Original Capitalized Cost	Sold or Discarded(-)	Acquired or Transferred(+)	Total Cost	Value %	Value
2003 & Prior					20%	
2004					30%	
2005					40%	
2006					50%	
2007					60%	
2008					70%	
2009 *					80%	
					Total	

B: Computer Assets

	A	B	C	D = A-B+C	E	F = D x E
Year of Purchase	Original Capitalized Cost	Sold or Discarded(-)	Acquired or Transferred(+)	Total Cost	Value %	Value
2006 & Prior					10%	
2007					30%	
2008					45%	
2009 *					65%	
					Total	
					Total All	

Part III: Leased Assets (attach additional sheets if necessary)

Name of Owner	Complete Mailing Address	From mm/dd/yy	To mm/dd/yy	Description and Serial Number	Original Cost

Declaration: I, the undersigned, do affirm that the foregoing information is true and correct to the best of my knowledge.

Print Name: _____ Phone: _____

Signature: _____ Date: _____ E-mail: _____

**** SEE INSTRUCTIONS ON REVERSE ****

P/ _____

Short Instructions

Report all tangible personal property OWNED and LOCATED in Arlington County on January 1, 2010. Verify all pre-printed information and make necessary changes. **Attach a copy of your federal depreciation schedule and an itemized list of all assets. This return is incomplete if this information is not submitted with the return.** List leased and rented equipment in Part III. See detailed instructions below. Please retain a copy of this return for your records.

Important Information

Who: This return must be filed by Arlington businesses and self-employed persons using tangible property in the business as of January 1, 2010. If you have a business in Arlington and you do not own, lease, or possess personal property, you are required to sign this return and attach a statement confirming you have no personal property and explaining how your business is conducted.

How:

By registering for CAPP online

Announcing CAPP, a new online service now available to all Arlington customers!

The Customer Assessment and Payment Portal (CAPP) allows you to access your County accounts, file returns (*including this Business Tangible Property Tax Return*), receive notification of payments due, make payments, and manage and update account information.

Register now – it's convenient, it's secure.

<https://capp.arlingtonva.us>

By **email** to business@arlingtonva.us

By **fax** at 703-228-7048

By **mail** to Arlington County Commissioner of Revenue

Business Tax Division

2100 Clarendon Boulevard, Suite 208

Arlington, Virginia 22201

When: File this return by May 1, 2010. No filing extensions will be granted. Returns filed after the May 1 deadline will be subject to a 10% late filing penalty. Assessments must be paid by September 5, 2010, to avoid additional penalties.

What to file: Section 58.1-3518 of the Code of Virginia and Arlington County Code 27-11 requires a Business Tangible Property Return to be filed. Report the total cost of all owned tangible property. Separate non-computer assets and computer assets by year purchased in Part II, either in CAPP or on the front of this return. Application software such as MS Office Suite, accounting, antivirus, and graphic applications are **not** subject to tax. List all leased assets in Part III of the return; attach extra sheets if necessary. Also, attach a copy of your IRS Schedule C, Profit or Loss from Business, if one has been filed.

Attachments: An itemized list of all tangible property, including expensed, fully depreciated, and property used (even if not owned or purchased) by the business must accompany your return. The list should include a detailed description, cost, and acquisition date for each asset. If you have an extensive itemized list and you are filing through CAPP or via email, please attach the file containing your list to your return. If you are mailing your return, please submit your list in a spreadsheet format on a computer disk or CD.

HELP! If you need additional information or assistance in completing this return, you may contact us directly at 703-228-3060 or email us at business@arlingtonva.us. We will be happy to answer your questions.