2005
CITY OF HAMPTON, VIRGINIA

The Honorable Ross A. Mugler, Commissioner of the Revenue

Business Tangible Personal Property Return – For Local Taxation Only

Filing Deadline March 1, 2005

This return must be filed with the Commissioner of the Revenue on or before the due date to avoid penalty.

File with Ross A. Mugler, Commissioner of the Revenue, 1 Franklin Street, P O Box 636, Hampton VA 23669

Phone: (757) 727-6182 Fax: (757) 727-6843

Section 1: Taxpayer Information (Correct any preprinted information below; Provide physical location & Federal ID.)	
Legal Name:	Account Number: License Number:
Trade Name:	Account Type: **BUSINESS PERSONAL PROPERTY**
Mailing Address:	**Physical Location:**
	Federal ID. and Social Security No. if applicable:

WHO MUST FILE: Anyone engaged in business within the city limits of Hampton, VA **MUST** file a return EVEN IF no personal property is used in the business. Every person, firm, corporation or other entity owning or using tangible personal property which is employed in a trade or business located within the city limits of Hampton must file a return and report all such items.

FILING INSTRUCTIONS: Complete all sections of this form. Make any corrections to the pre-printed information directly on this form. This return should reflect all property located in the City of Hampton on January 1.

1) Attach a schedule listing the total original cost, purchase date and a description of each personal property asset, including fully depreciated assets, expensed assets and all leased assets if the taxes are your responsibility. Total original cost includes all costs incidental to acquiring and placing an asset in use. This schedule should also:
   a) Clearly identify programmable computer equipment and peripherals.
   b) Do NOT include any application software OR vehicles, boats, trailers or other motor vehicles licensed through the State for which you purchased a City decal.
2) **The schedule should support Sections 2 & 3 below.** (Note: Items identified above as 1a should be listed as "computer equipment").
3) Assets for which parties other than the named taxpayer are responsible for the taxes should be listed in Section 4 only.
4) File with this return, or no later than April 15, a true and complete copy of the depreciation schedules required by federal and state authorities applicable to the property subject to the tax. (Hampton Code §37-143).

METHOD OF ASSESSMENT: The assessment shall be based on 35% of the total original cost of all assets.

SECTION 2. Business Personal Property Assets. Summarize below by year of purchase the total original cost of all business personal property for which the named taxpayer is responsible for the taxes.

	YEAR	Computer Equipment	All Other Furn/Fixt/Equip	Total	OFFICE USE ONLY
PURCHASED IN:	2004				
PURCHASED IN:	2003				
PURCHASED IN:	2002				
PURCHASED IN:	2001				
PURCHASED IN:	2000				
PURCHASED IN AND PRIOR TO:	1999				
TOTAL					

SECTION 3. Reconciliation to Prior Year. Complete each section below. The final total should be the same as that provided in Section 2.

Prior Year Total	(+) Additions	(-) Disposals	Current Year Total

SECTION 4. Leased Assets Taxed to the Lessor. List below all leased business personal property assets if the taxes are the responsibility of the lessor. Attach additional sheets if necessary.

NAME/ADDRESS/PHONE OF OWNER (LESSOR)	ITEM DESCRIPTION	LEASE NO.	BEGIN DATE	COST

THE COMMISSIONER OF THE REVENUE WILL NOT ACCEPT THIS RETURN UNLESS COMPLETE. Notwithstanding any other penalties provided by law, Hampton Code §37-144 requires any person who willfully fails or refuses to file a return, or files any false statement shall be guilty of a Class 4 misdemeanor. Hampton Code §37-145 prescribes the late filing penalty. **Code of Virginia §58.1-3519 and Hampton Code §37-146 allow the Commissioner of the Revenue to make an assessment from the best information available if any taxpayer neglects or refuses to file.**

I declare that the above statements and figures are true, full and correct to the best of my knowledge and belief.	TAXPAYER SIGNATURE	PRINTED/TYPED NAME OF SIGNER	PHONE NUMBER	DATE
	X			

REMINDER: SEND YEAR END DETAILED DEPRECIATION SCHEDULE BY APRIL 15

THIS FILING IS SUBJECT TO AUDIT BY THE COMMISSIONER OF THE REVENUE'S OFFICE AT ANY TIME