

## INSTRUCTIONS FOR COMPLETING THE 2024 TAX RETURN OF BUSINESS PERSONAL PROPERTY AND MACHINERY AND TOOLS

1. Fill in the business location and the type/nature of the business on the top of the form.
2. If you are not using your own schedule, begin on the back of the form by listing all items that are used in the business.
3. Items to list include equipment, office furniture, office trailers, computers, heavy construction equipment, machinery, tools, motors, farm equipment, etc. The items to list are not limited to these items only. You must include items that are fully expensed or depreciated. Also include items that you had as of 01/01/23, but have disposed of or sold and give the sold/disposed date. If using your own schedule please ensure that the actual cost, year acquired, and item descriptions are included. **If your business operates without tools or equipment, please provide a statement explaining how your business operates.**
4. Complete the Owner/Lessor information if you are using equipment that is leased, borrowed, or otherwise provided to or from others as of January 1, 2024.
5. List all vehicles, airplanes, trailers and/or boats used in the business. For vehicles, circle if they are used more than 50% for business. **Do not summarize these costs on the front of this form.**
6. On the front of the form, Line 1 represents the cost of items that you have previously been taxed on. New businesses starting after 01/01/23 should put zero on line 1.
7. Line 2: Provide the total cost of all additions/purchases of equipment during the 2023 calendar year. Include items that you are leasing to others.
8. Line 3: Provide the total cost of any sales or disposals of equipment that occurred during the 2023 calendar year. Include items that you are no longer leasing to others.
9. Add lines one and two, then subtract line three to get the total cost of equipment owned as of 01/01/24 and put the new figure on Line 4.
10. Complete the Signature line on the bottom front half of the form.
11. Please fill in the authorization section, if applicable. **In accordance with the Code of Virginia, we are unable to discuss this return with anyone other than the owner or corporate officer of the business if this section is not completed.**
12. In accordance with the Code of Virginia Sec. 58.1-3519 this office is required to assess all business property located within the County as of January 1 of each calendar year. In accordance with this statute the failure to file a return requires this office to estimate the value of your property and tax you accordingly. Therefore, I am asking that each business file a Business Tangible Personal Property Tax Return **on or before March 1, 2024** as required by Gloucester County Code. Extensions of up to 15 days will be granted if requested in writing before the deadline. You may fax (804) 824-2467, mail or e-mail cor@gloucesterva.info your request.

### **Penalty for Not Filing a Required Business Tangible Personal Property Return**

Beginning in 2006, a penalty has been added for any person who fails to file a required return by the due date of March 1, unless the Commissioner of the Revenue has granted that person an extension. The penalty is ten percent (10%) of the tax due or ten dollars (\$10) whichever is greater, provided that the penalty shall not exceed the amount of tax due.

### **Farmers**

If you are a grain or livestock farmer and want to be exempt from Business Tangible Personal Property tax, you must provide a Schedule F or a similar Federal Tax Return.

**MOST BUSINESSES ARE REQUIRED TO OBTAIN A BUSINESS LICENSE.  
BUSINESS LICENSES MUST BE RENEWED BY MARCH 1, 2024.**

## TAXPAYER RESPONSIBILITIES AS IT RELATES TO BUSINESS OWNERSHIP

Each year this office is required to enforce certain provisions of the law that pertain to business ownership and as you would expect conflicts arise from that enforcement. It is not our intent to enforce the law without communicating those requirements first to ensure that you understand the statutory provisions of the law that have been placed on you as a business owner. Regrettably, the law places statutory provisions of enforcement on the Commissioner of Revenue if you fail to comply. Regardless of the reason for failure to comply it is my intent to enforce the law with reason rather than rule and to be open in my dealings with taxpayers. As such, I have listed below some of the requirements that we find most often in non-compliance and ask that you review the list and call if you have any questions. To ensure complete and timely compliance please feel free to call us for assistance if issues arise when completing the necessary forms annually.

### Business Owner Responsibilities:

1. Business Licenses; annually businesses operating within Gloucester County are required to file and remit payment for business license tax on or before March 1. New businesses are required to obtain a license within 30 days of opening, in addition to approval of other government entities.
2. Business Tangible Personal Property; annually businesses operating within Gloucester County are required to file on or before March 1 a list of Tangible Personal Property and/or Machinery and Tools used in your business as of January 1 of the current tax year. Tangible personal property consists of all property, except real and intangible, that is used in your business regardless of whether the property is depreciated or expensed.
3. CLOSED/RELOCATED BUSINESSES: If your business closes or relocates during the year we would appreciate your notification of this fact to prevent any unnecessary mailing of forms and follow-ups that result in unwarranted government expenditures that cost us all.

### Duties of the Commissioner of Revenue:

1. Business Licenses; The Commissioner of Revenue is required by §58.1-3109 of the Virginia Code to review/audit, investigate and require businesses to comply with state and local ordinances on business license taxation.
2. Business Tangible Personal Property; The Commissioner of Revenue is required by §58.1-3519 of the Virginia Code to assess property if the taxpayer fails to file a return. It further states if a taxpayer neglects or refuses to file such return for any year within the time prescribed, the commissioner of the revenue shall, from the best information he can obtain, enter the fair market value of such property and assess the same as if it had been reported. When the Commissioner is left with the responsibility to establish value without accurate information from the taxpayer this results in highly inaccurate assessments that cost taxpayers more than if they had voluntarily filed a tax return.
3. Closed/Relocated Businesses; a large percentage of businesses in Gloucester operate from their homes and therefore are not easily identified as open or closed for business. We mail follow-up letters annually to those failing to renew by March 1 seeking voluntary compliance. To avoid unnecessary tax bills on closed/relocated businesses operating in the county your voluntary compliance on notifying this office would be greatly appreciated.

If you have any further questions, please contact us and we will be glad to assist you.

Business Licenses: (804) 693-1319  
Business Tangible Personal Property: (804) 693-1319  
Fax: (804) 824-2467  
[E-Mail: cor@gloucesterva.info](mailto:cor@gloucesterva.info)