



**CITY OF RADFORD**  
 Commissioner of the Revenue  
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# 2020

## RETURN OF BUSINESS TANGIBLE PERSONAL PROPERTY & MACHINERY AND TOOLS

This form replaces Dept. of Taxation Form 762. Used for reporting tangible property used in a business or profession including furniture in rental property.

ACCOUNT NUMBER:	<b>BUSINESS LICENSE NUMBER</b>	<b>THIS IS NOT A BILL IMPORTANT: PLEASE READ ALL INFORMATION BEFORE COMPLETING THIS RETURN</b>  <b>THIS FORM MUST BE FILED BY MAY 1 TO AVOID A 10% PENALTY (VIRGINIA STATE CODE 58.1-3916)</b>  <b>LIST ON SEPARATE SHEET TANGIBLE PERSONAL PROPERTY LEASED OR RENTED FROM OTHERS</b>
		BUSINESS ADDRESS: IF DIFFERENT FROM MAILING ADDRESS
TRADE NAME:		

**SCHEDULE 1 Cost Values to Report: In preparing this form, obtain cost values for capital depreciable assets as contained in your books of account. Values to be reported are actual cost of the motor vehicles, furniture and fixtures, machinery and tools before allowance for depreciation. COST VALUES OF ITEMS FULLY DEPRECIATED BUT STILL IN USE MUST BE INCLUDED. A COPY OF A DEPRECIATION SCHEDULE FILED WITH THE IRS MUST BE ATTACHED BEFORE THIS RETURN CAN BE ACCEPTED.**

ENTER CAPITALIZED COST IN COLUMNS TO THE RIGHT	TRUCKS, TRACTORS, TRAILERS HEAVY CONSTRUCTION EQUIP			FURNITURE & FIXTURES AND EQUIPMENT NOT APPLICABLE TO MANUFACTURERS			ASSESSED VALUE
	%	CAPITALIZED COST	OFFICE USE	%	CAPITALIZED COST	OFFICE USE	OFFICE USE
COST OF PROPERTY PURCHASED IN YEARS PRIOR TO AND INCLUDING: 2014	20			20			
COST OF PROPERTY PURCHASED IN 2015	20			50			
COST OF PROPERTY PURCHASED IN 2016	30			60			
COST OF PROPERTY PURCHASED IN 2017	50			70			
COST OF PROPERTY PURCHASED IN 2018	60			80			
COST OF PROPERTY PURCHASED IN 2019	80			90			

**SCHEDULE 2 MACHINERY AND TOOLS: To be reported if taxpayer is engaged in a manufacturing, mining, process or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business.**

All machinery and tools used in manufacturing, mining, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business, such machinery and tools being segregated by Section 58.1-1100, Code of Virginia, as amended for local taxation exclusively, and each county, city, and town being required to make a separate classification for all such machinery and tools.	Date Acquired	original Capitalized Cost	Commissioner of The Revenue assessment
ATTACH ITEMIZED LIST OF PROPERTY USED IN BUSINESS (Except for Vehicles) AND FEDERAL DEPRECIATION SCHEDULE. REPORT ALL MOTOR VEHICLES OWNED OR LEASED ON SEPARATE SHEET.  FOR OFFICE USE ONLY <div style="text-align: right; font-size: small;">Assessed Valuations</div>	DECLARATION BY TAXPAYER: I declare that the foregoing statements are true, full and correct to the best of my knowledge and belief. <b>NOTE:</b> It is a misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter code of Virginia 58.1-11.		
_____ SIGNATURE OF TAXPAYER	_____ DATE		
_____ SIGNATURE OF PREPARER OTHER THAN TAXPAYER	_____ DATE		
_____ TAXPAYER CONTACT PHONE NUMBER	_____ TAXPAYER CONTACT E-MAIL		