FORM 762L (REV. 12/19)	
FILING DEADLINE: **** March 1 **** (or first business day thereafter)	NOTE: *A 10% or $2.00 minimum penalty will be imposed if filed after the deadline.*
Status: _____	Initials:

FREDERICK COUNTY, VIRGINIA
Seth T. Thatcher, Commissioner of the Revenue
P.O. Box 552, Winchester VA 22604-0552
Phone: 540-722-8393
mprice@fcva.us • www.fcva.us/biztax

BARCODE:

2020 - RETURN OF TANGIBLE PERSONAL PROPERTY LEASING COMPANIES ONLY

Name:

Address:

Account #: _____

FEIN/SSN:			
Type of Business:			
Business Phone:		**Fax:**	
Closed in Frederick Co:	□ Yes □ No	**If yes, Date:**	
Contact Person:		**Phone:**	
Business Address:			
Email Address:			

* * READ INSTRUCTIONS ON NEXT PAGE BEFORE COMPLETING * *

You can EMAIL or MAIL this form. *For more info, contact:* Maria Price at 540-722-8393 or mprice@fcva.us.

A. ***Property:*** **Every year, list ALL furnishings, equipment & tools owned on Jan. 1, including all items previously reported (not just new or acquired since last filing).**
Same Site: ALL Property from a single location **must be grouped together consecutively line after line (especially if attaching a list).**
Original Cost: **If property was free or at no cost, you must provide a replacement cost or value.**
Disposed Items: **If the list of ALL property does NOT include items previously reported on last year's filing (*i.e.*, disposed of items), then a list of disposed of or no longer owned items must also be provided.**

☐ **Check here if attaching an itemized list (NOTE: You MUST provide a TOTAL of the original cost of all items listed on your attachment.)**

Personal Property Item(s)	Site Name (Grouped by Site)	Site Physical Address	Original Cost	Disposal Date (if applicable)	Year Acquired
Provide a TOTAL of the original cost of all items -- the County will then depreciate.		**TOTAL:**	**$**		

B. **EXPLANATION (If "zero / 0" or no tangible personal property is listed, please explain.)**

C. **TAXPAYER SIGNATURE & INFORMATION**

The owner must sign this form even if completed by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

DECLARATION: I declare, under penalty of perjury: (1) that the foregoing information is complete, true and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.

_____	_____	_____
Signature	*Print Name* ***(must be legible)***	*Title or Capacity for Signing (e.g., Owner, VP)*

Phone No. of Person Signing:		Email Address:		Date:	

D. **PAID PREPARER SIGNATURE & INFORMATION (if applicable)**

Print Name of Preparer:		Preparer's Phone:	
Paid Preparer's Signature:		Date:	
Preparer's Firm/Address:			

INSTRUCTIONS for
RETURN OF TANGIBLE PERSONAL PROPERTY – LEASING COMPANIES ONLY (FORM 762L)

- Section 58.1-3518 of the Code of Virginia requires that ALL tangible personal property *owned, leased, rented, or borrowed,* as of January 1 of any year, which was used or available for use in a business/profession and which was located in Frederick County must be filed on a personal property return. **Do not report just new or recently acquired personal property -- You must report ALL personal property on each year's filing including property reported on the prior year's filing if still owned. For each item, you must provide the original cost or value if free to you, before any allowance for trade-in. Include personal property even if expensed or fully depreciated on company books. You must also include the total cost/value of all items (or it constitutes a non-filing, subject to penalty).** After your return is received, the County will apply the depreciation rate.
- If the list of items you are reporting for this year does NOT include items previously reported on last year's filing (*e.g.*, have been disposed of and not replaced), you must provide a list of the disposed of or no longer owned items.
- Examples of business tangible personal property are: desktop and laptop computers, keyboards, monitors, printers, scanners, copiers, fax machines, credit/debit card payment devices, hand-held tools, power tools, desks, chairs, telephones, filing cabinets, bookshelves, pallet jacks, forklifts, skidders, wheelbarrows, scaffolding, ladders, signage, etc.
- Do not include any DMV licensed titled vehicles, trailers, computer software, or machinery & tools that are used in the manufacturing process on this form (see other forms below). Do not include disposable items such as paper towels, pens, paint, stain, nails, ink/toner cartridges, throw-away rollers & brushes, cleaning products, etc.
- This form is DUE **annually on or before March 1st** (or first business day thereafter). A 10% or $2.00 minimum penalty will be imposed if filed after the due date.
- Willful failure to file this return is a criminal offense in violation of Section 58.1-3518 of the Code of Virginia. Taxpayers who are required to file a return but who fail to do so will be subject to a statutory assessment.
- Incomplete forms (*e.g.*, detailed items not listed, all sections not completed, not signed) if not corrected prior to the March 1st deadline will be considered late and a late filing penalty may be imposed.
- Do not write the words "same as last year" as this constitutes a non-filing and may result in a late filing penalty on your tax billing.
- Note that Frederick County shares a zip code with the City of Winchester, so be sure to file your return with the correct locality. To verify a Frederick County address, go to: www.fcva.us and select DEPARTMENTS, GEOGRAPHIC INFORMATION SERVICE (GIS), ROAD NAMING, and MASTER ROAD NAME LIST.
- If business has CLOSED, please go to www.fcva.us/biztax to print out, complete, sign & return "Closing an Existing Business" form or file the closing online.

FORMS – REPORTING TANGIBLE PERSONAL PROPERTY / OTHER TYPES OF FORMS			
Vehicles, Trucks, Trailers, Boats, Motor Homes	**Form 762**	Business Equipment – Outdoor Advertising	**Form 762S**
Airplanes	**Form 762A**	Big Trucks/Trailers	**Form 762T**
Mobile Homes	**Form 762H**	Machinery & Tools (used in the manufacturing process that is owned, leased, rented or borrowed)	**Form 762M**
Business Equipment – Leasing Companies	**Form 762L**		
Business Equipment (owned, leased, rented or borrowed)	**Form 762B**	Processors (used by processors that is owned, leased, rented or borrowed)	**Form 762P**