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**NEW KENT COUNTY
 FORM 762**

**2015 RETURN OF TANGIBLE BUSINESS PROPERTY
 PLEASE READ INSTRUCTIONS- FORM MUST BE FILED BY MAY 1, 2015**

OWNER		FED ID/SSN	
TRADE NAME		BUSINESS LICENSE#	
ADDRESS 1		BPPACCT#	
ADDRESS 2			
CITY, STATE ZIP			

ATTACH AN ITEMIZED LISTING OF PROPERTY OWNED AS OF JANUARY 1, 2015

SECTION 1 BUSINESS EQUIPMENT				SECTION 3 CABLE VISION-SATELLITE			
PURCHASE DATE	COST	+/- ADDITIONS DISPOSALS	TOTAL COST	PURCHASE DATE	COST	+/- ADDITIONS DISPOSALS	TOTAL COST
2014				2014			
2013				2013			
2012				2012			
2011				2011			
2010				2010			
2009				2009			
2008 & PRIOR				2008 & PRIOR			

SECTION 2 BUSINESS COMPUTERS				SECTION 4 MACHINERY & TOOLS			
PURCHASE DATE	COST	+/- ADDITIONS DISPOSALS	TOTAL COST	PURCHASE DATE	COST	+/- ADDITIONS DISPOSALS	TOTAL COST
2014							
2013							
2012 & 2011							

SECTION 5 CHECK THIS BOX FOR NO BUSINESS EQUIPMENT *MUST ATTACH AN EXPLANATION

LIST LEASE AGREEMENTS FOR ITEMS IN YOUR POSSESSION AS OF JANUARY 1, 2015

SECTION 6 LEASED EQUIPMENT		USE ADDITIONAL SHEETS AS NEEDED	
LESSOR NAME		LESSOR TAX ID	
LESSOR ADDRESS			
DESCRIPTION OF BUSINESS EQUIPMENT LEASED	YEAR OF MANUFACTURE	ORIGINAL LEASE DATE	ORIGINAL COST
LESSOR NAME		LESSOR TAX ID	
LESSOR ADDRESS			
DESCRIPTION OF BUSINESS EQUIPMENT LEASED	YEAR OF MANUFACTURE	ORIGINAL LEASE DATE	ORIGINAL COST

SECTION 7 TAXPAYER SIGNATURE & INFORMATION

I DECLARE THE STATEMENTS AND FIGURES SUBMITTED ON THIS RETURN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF OWNER/OFFICER		DATE	PRINTED NAME & TITLE OF OFFICER SIGNING RETURN
PHONE		EMAIL	
SIGNATURE OF PAID PREPARER		DATE	PRINTED NAME & NAME OF FIRM
PHONE		EMAIL	

**FILING INSTRUCTIONS FOR NEW KENT COUNTY 762 RETURN OF TANGIBLE BUSINESS PROPERTY
FILING DEADLINE MAY 1**

In accordance with Virginia Code 58.1-3518, it is the responsibility of every taxpayer who owns or leases tangible property which is used or available for use in a business, and which is located in New Kent County as of January 1 of the taxable year, to report such property on this return. Willful failure to file is a criminal offense. Taxpayers who are required to file and neglect to do so will be subject to a statutory assessment.

This form must be received/postmarked on or before MAY 1, 2015. Returns received later than MAY 1 are subject to a late filing penalty of 10% of the tax due or \$10.00, whichever is greater.

Incomplete forms will not be accepted and will be returned to you. A form is considered incomplete for any of the following reasons:

- The detailed itemized listing or supporting documentation is not attached
- All sections are not completed. If no assets are reported an explanation must be attached. Stating "same as last year" or "see attached" is not acceptable
- The form is not signed and dated by the representative

If a form is returned incomplete, the corrected form must still be received in the office by May 1 to avoid late filing penalties.

Please print all information, except signature, on the form using blue or black ink.

SECTION 1 BUSINESS EQUIPMENT

List the original cost. List the cost by year of purchase for property such as furniture, fixtures, non-manufacturing tools, equipment, office machines, and signs both fixed and portable.

Some common examples of business equipment are hand held tools, power tools, copiers, fax machines, desks, chairs, cubicle partitions, telephones, filing cabinet, book shelves, adding machine, shelving, pallet jacks, fork lifts, skidders, digital camera, televisions, vcr's etc....

SECTION 2 BUSINESS COMPUTERS

List original cost of all home/office or mainframe computer equipment that is owned. List the cost by year of purchase for property. This includes all computer hardware, peripheral equipment and operation software. Do not include application software.

Some common examples of computer equipment are desktop computers, laptop computers, computer printers, computer scanners, handheld scanners, credit/debit card payment devices, point of sale terminals, computer monitors, zip drives, cd or dvd burners, keyboard, mice, palm pilots, etc...

SECTION 3 CABLE VISION-SATELLITE

List the original cost. List the cost by year of purchase for property such as cable & direct tv delivery equipment, feeder cable, satellite, antennae, dish etc

SECTION 4 MACHINERY & TOOLS

List the original cost for all machinery, tools and equipment used **directly or indirectly in manufacturing**, printing, mining, water drilling, radio or television broadcasting, dairy, dry cleaning, laundry business or motor vehicle cleaning.

SECTION 5 NO BUSINESS EQUIPMENT

If no assets are reported, an explanation must be attached.

SECTION 6 LEASED EQUIPMENT

List and attach a schedule of all personal property leased, rented or borrowed from others in accordance with Virginia Code 58.1-3518. Do not list to whom you make monthly payments in place of the lessor.

SECTION 7 TAXPAYER SIGNATURE & INFORMATION

An officer of the business must sign and date this form or if a paid preparer completes they must sign and provide their contact information. Failure to complete this section may result in the return being considered incomplete and a late filing penalty may be assessed accordingly.