

2024

CITY OF MANASSAS  
COMMISSIONER OF THE REVENUE  
PO BOX 125, MANASSAS, VIRGINIA 20108-0125

2024

**BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY**

**COMPLETE AND RETURN ON OR BEFORE APRIL 15, 2024**

**PLEASE READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING RETURN**

ACCT NO \_\_\_\_\_  
BUSINESS NAME AND MAILING ADDRESS \_\_\_\_\_

TYPE OF BUSINESS (CHECK ONE)

- INDIVIDUAL       CORPORATION  
 PARTNERSHIP     PUBLIC SERVICE CORP.

FED ID # \_\_\_\_\_  
OWNERS NAME \_\_\_\_\_  
BUSINESS LOCATION \_\_\_\_\_  
DATE BEGAN BUSINESS \_\_\_\_\_  
IN CITY OF MANASSAS \_\_\_\_\_  
BUSINESS TELEPHONE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_

**SCHEDULE 2. OTHER TANGIBLE PERSONAL PROPERTY** – Report the total original cost, by year of purchase of furniture, fixtures, unlicensed equipment and other property, excluding leased and computer equipment owned and located in the City of Manassas on January 1, 2024.

YEAR PURCHASED	COST OF PROPERTY	TOTAL COST BY YEAR OF PURCHASE		FOR OFFICE USE ONLY
		DISPOSED IN 2023	NET TOTAL COST	
2023				80%
2022				70%
2021				60%
2020				50%
2019				40%
2018				30%
2017 & PRIOR				20%
Total Cost				TOTAL

**SCHEDULE 2(B). COMPUTER EQUIPMENT** – Report the total original cost, by year of purchase, of all computer equipment, EXCLUDING SOFTWARE, owned and located in the City of Manassas on January 1, 2024.

YEAR PURCHASED	COST OF PROPERTY	TOTAL COST BY YEAR OF PURCHASE		FOR OFFICE USE ONLY
		DISPOSED IN 2023	NET TOTAL COST	
2023				50%
2022				35%
2021				20%
2020				10%
2019 & PRIOR				5%
Total Cost				TOTAL

**SCHEDULE 4. LEASED PROPERTY** – List below all personal property leased or rented from others. Information to be obtained from lease agreement.

NAME AND ADDRESS OF OWNERS(S)	TYPE OF EQUIPMENT	LEASE DATE	QUOTED PURCHASE PRICE OF EQUIP	DEP FACTOR	OFFICE USE ONLY
Total Cost				Total	

**FURNISH ITEMIZED LISTING OF ALL PERSONAL PROPERTY SHOWING DATE OF ACQUISITION AND ORIGINAL COST.**

**DECLARATION:** I declare that the information given is true, full and correct to the best of my knowledge and belief.

TAXPAYER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PHONE NO \_\_\_\_\_

NOTE: IT IS A MISDEMEANOR FOR ANY PERSON WILLFULLY TO SUBSCRIBE AN APPLICATION THAT HE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER. (CODE OF VIRGINIA §58.1-11)

FOR USE OF THE COMMISSIONER OF THE REVENUE						
MAIL	OFFICE	PENALTY		ASSESSED BY	DATE RECEIVED	TOTAL NET COST
		SAP	LP			

