

RETURN OF TANGIBLE PERSONAL PROPERTY, MACHINERY AND TOOLS, AND MERCHANTS' CAPITAL — FOR LOCAL TAXATION ONLY

2012

Name _____ Name of wife or husband _____
 Home address _____ Number and street or rural route _____
 City, town or post office _____ State _____ ZIP Code _____
 Your social security number or FEIN _____
 Spouse's social security number _____
 County or City _____
 District, Ward or Town _____

PART I TANGIBLE PERSONAL PROPERTY												
1. Motor vehicles	Leased vehicles for business use do not qualify for the personal property tax reduction.	Business Use Yes or No	Trade Name of Motor Vehicle	Year	Model or Series	No. Cylinders or Tonnage	Date Acquired	Number Owned	Air Cond. Yes or No	Fair Market Value as Listed by Taxpayer	Fair Market Value as Ascertained by Commissioner of the Revenue	
(a) Automobiles (not daily rental passenger cars)												
VIN: _____												
VIN: _____												
(b) Motorcycles												
(c) Trucks												
(d) Tractors and trailers												
(e) Antique motor vehicles												
(f) All other motor vehicles and motor homes												
2. Manufactured (mobile) offices, campers, travel trailers and recreational camping trailers												
Manufacturer	Year	Model or Series			Length and Width	Date Acquired	Number Owned	Cost				
3. Manufactured (mobile) homes (see instructions on back)												
Manufacturer	Year	Model or Series			Length and Width	Date Acquired	Number Owned	Cost				
4. Boats and Watercraft (Assess the value of all property which pertains to craft (§58.1-3506))												
	Over 5 Tons	Under 5 Tons	Manufacturer	Year	Type	Length and Horsepower	Date Acquired	Number Owned	Cost			
(a) Used for recreation and pleasure only												
(b) Boat trailers, etc.												
(c) Other												
5. Aircraft												
	Aircraft owned by scheduled air carriers with seating capacity of no more than 50 persons		Manufacturer	Year	Model or Series	Date Acquired	Number Owned	Cost				
(b) All other aircraft and flight simulators												
6. Motor vehicles owned/leased by auxiliary police officers, members or auxiliary members of a volunteer rescue squad or fire department (§58.1-3506.15, 58.1-3506.16, 58.1-3506.20)												
7. Motor vehicles owned by a nonprofit organization (§58.1-3506.17)												
8. Heavy construction machinery (attach schedule)												
9. Business furniture and listings not returnable as part of merchants' capital or if not defined as intangible personal property (§58.1-1100)												
10. Furniture and office equipment, including books, used in practicing a profession												
11. Tools, hand or power, including woodworking equipment and metal lathes												
12. Farming implements, including gas engines, electric motors, etc., threshing machines, corn huskers, feed cutters, combines, harvesters, blowers, plows, harrows, rakes, mowers, animal drawn vehicles, peanut pickers, etc.												
13. Tangible personal property used in research and development business												
14. Tangible personal property, leased, loaned or otherwise made available from federal, state or local government												
15. Tangible personal property consisting of programmable computer equipment and peripherals used in business												
PART II MACHINERY AND TOOLS (see instructions on back)												
								Date Acquired	Original Capitalized Cost	Value as Listed by Taxpayer	Value as Ascertained by Commissioner of the Revenue	
16. Machinery and tools												
17. Energy conversion equipment of MANUFACTURERS (§58.1-3506)												
PART III MERCHANTS' CAPITAL (see instructions on back)												
										Value as Listed by Taxpayer	Value as Ascertained by Commissioner of the Revenue	
18. Inventory of stock on hand												
19. Daily rental passenger cars												
20. All other taxable merchants' capital												
21. Total taxable merchants' capital (add lines 18, 19 and 20)												

**All business are required to file form 762; no exceptions.
Form 762 must be filed by May 1, 2012.**

GENERAL INSTRUCTIONS: Complete Form 762, reporting property which you owned on January 1, 2012, then file it with the Commissioner of the Revenue of the County or City generally on or before May 2, 2012. Since some localities have due dates other than May 1, you may want to contact your local office to be sure of the proper due date. Write the word "None" opposite each item of property which you do not own. No property is assessable as tangible personal property if defined by §58.1-1100 as intangible personal property. If additional space is needed, attach a separate schedule. **Note:** If your motor vehicle is considered by State Law to have a business usage, it does not qualify for Car Tax Relief. Your vehicle is classified as having business usage if any of the following circumstances apply: 1) more than 50% of the mileage for the year was reported as a business expense for Federal Income Tax purposes or reimbursed by an employer; 2) more than 50% of the depreciation associated with the vehicle is deducted as a business expense for Federal Income Tax purposes; 3) the cost of the vehicle is expensed pursuant to Section 179 of the IRC; or 4) the vehicle is leased by an individual and the leasing company pays the tax without reimbursement from the individual.

DEFINITION OF MANUFACTURED HOMES (ALSO KNOWN AS MOBILE HOMES) FOR PART I, LINE 3

"Manufactured home" means a structure subject to federal regulation, which is transportable in one or more sections; is eight body feet or more in width and 40 body feet or more in length in the traveling mode, or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single-family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure (§36-85.3, *Code of Virginia*). "Manufactured homes" are also known as "mobile homes."

INFORMATION FOR PART II, MACHINERY AND TOOLS

If you are engaged in a manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business, report all machinery and tools used in manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business, such machinery and tools being segregated by §58.1-3507, *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.

INFORMATION FOR PART III, MERCHANTS' CAPITAL

If you are a merchant and if locality taxes the capital of merchants, report all other taxable personal property of any kind whatsoever, except money on hand and on deposit and except tangible personal property not offered for sale as merchandise, which tangible personal property should be reported as such on front of this return under the heading "TANGIBLE PERSONAL PROPERTY."

FOR EXECUTORS, ADMINISTRATORS, TRUSTEES, COMMITTEES, GUARDIANS AND OTHER FIDUCIARIES

If this is the return of tangible personal property, machinery and tools, or merchants' capital in the hands of an executor, administrator, trustee, committee, guardian or other fiduciary, such fiduciary must complete so much of both pages of this return as pertains to such property and, in addition, supply the information called for below:

1. Character of Fiduciary: Executor Administrator Trustee Committee Guardian Other
2. Name of Estate, Trust or Ward _____ (Specify)

DECLARATION OF TAXPAYER

I declare that the statement and figures submitted on both pages of this return are true, full and correct to the best of my knowledge and belief. I certify that unless otherwise indicated as business use, the vehicles listed herein are for personal use.

NOTE — 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)

(Taxpayer's Phone Number)

Executors, administrators, trustees and other fiduciaries must also supply information called for on this return.