Register Your Business in Orange County!

Presented by

Central Virginia Small Business Development Center

In collaboration with

Orange County Economic Development Center

109 W. Main Street, Orange, VA 22960

SBDC Offices:

300 Preston Avenue, Suite 201, Charlottesville VA 22902 Office: 434-985-6663

www.cvsbdc.org

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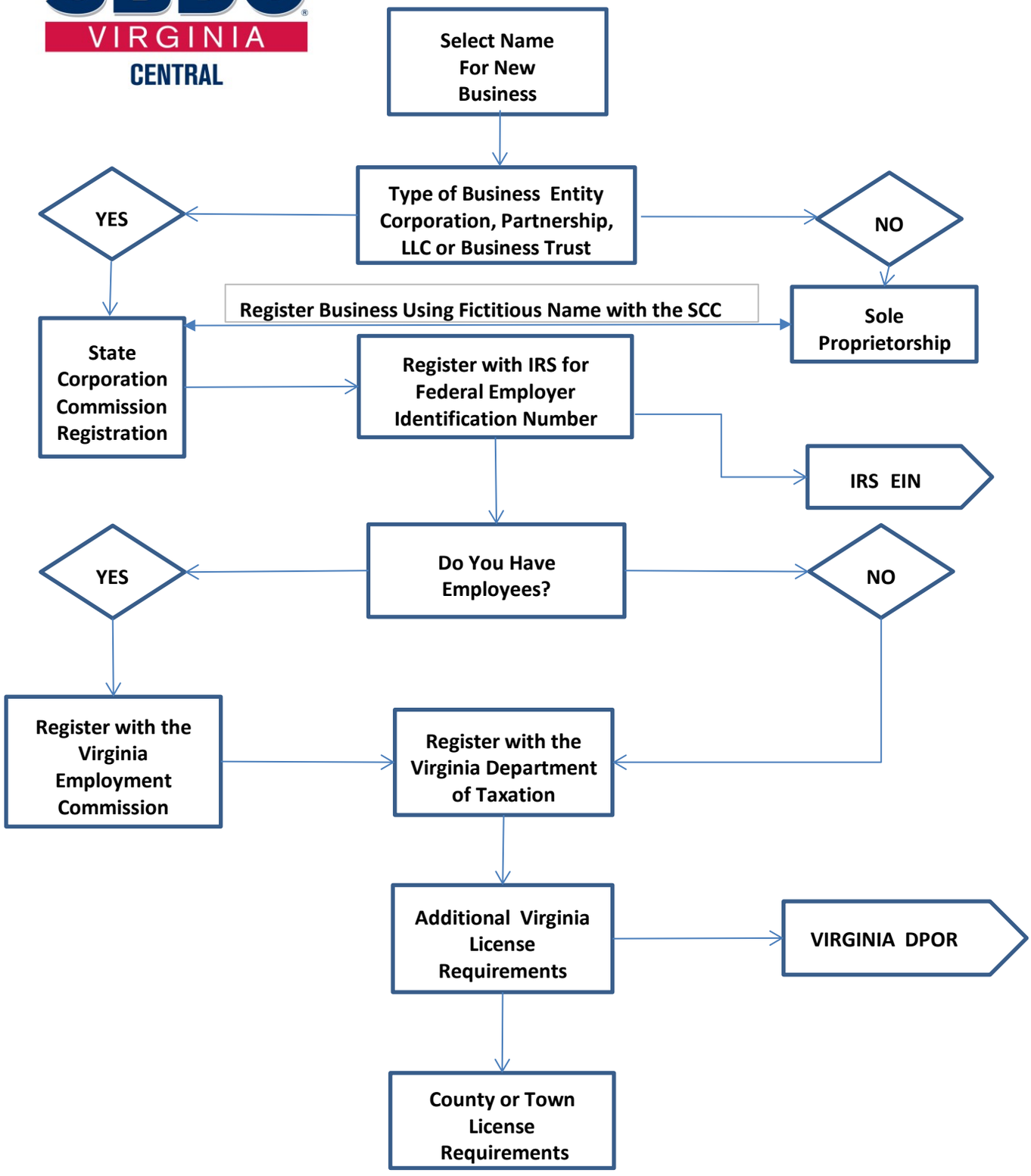
REGISTER YOUR NEW BUSINESS IN ORANGE



FORMS OF ORGANIZATION

Sole Proprietorship

Advantages	Disadvantages
Owner receives all profits	Unlimited liability
Only profits taxed	No separate legal status
Owner makes all decisions	Difficulty in raising capital
Low organizational costs	
Few legal restrictions	
Simple to organize	
Easy to discontinue	

A sole proprietorship is a business that is owned by an individual who is solely responsible for all aspects of the business. The owner is personally responsible for all debts of the firm, even in excess of the amount invested in the business. All that is necessary to establish as sole proprietorship is to obtain the necessary local licenses. Sole proprietorship is the easiest of the legal structures to set up and is the most common small business legal structure.

Partnership

Advantages	Disadvantages
Easy to organize	Unlimited liability to general partner
Separate legal status	Divided decision making
Profits taxed only once	Transferability of ownership
Taxed at partner's rate	

A general partnership is a legal entity that is jointly owned by two or more persons. The owners share the responsibility for debt as in a sole proprietorship. An attorney should be consulted to help prepare the partnership agreement. Limited partnerships must be filed with the State Corporation Commission (SCC). The requirements for establishing a limited partnership include filing a certificate that contains the name of the partnership, its specified office location, its registered agent, and the name of each general partner.

Corporation

A corporation is a business that is formed and authorized by law to act as a single person, although constituted by one or more persons, and is legally endowed with rights and responsibilities. There are two general types of corporations: regular and Subchapter-S. Each has numerous variations. It is advisable to consult an attorney when organizing a corporation to assure full compliance with Virginia and federal laws. All corporations are required to file articles of incorporation and amendments with the SCC. Corporations that do business in more than one state must comply with the federal laws regarding interstate commerce and with the various state laws.

Regular Corporation (C Corporation)

Advantages	Disadvantages
Limited liability	Double taxation
Transfer of ownership	High organizational costs
Ability to raise larger dollars	High organizational costs

The regular corporation is the better-known corporate structure. This type of corporation requires several procedures: obtaining a corporate taxpayer identification number from the Internal Revenue Service (IRS), obtaining a state certificate of incorporation, and holding a stockholders' meeting to elect directors who in turn elect the corporate officers. Each corporation must hold a stockholder's meeting at least once each year, keeping minutes of the meeting on the record. A corporation is either publicly held or closely held, usually depending on the number of stockholders. A closely held corporation is generally one where all the stock is owned by persons, or members of their immediate family, who are actively involved in the management of the business. This kind of corporate structure provides the liability protection, the benefits of being incorporated, and the absence of the public scrutiny applied to a partnership.

S Corporation

Advantages	Disadvantages
Limited liability	Extensive recordkeeping necessary
Profits may be taxed only once	High organizational costs
Ability to raise larger dollars	Heavily regulated by State and Local laws
	S Corporation requirements

Another form of corporation is the Subchapter-S Corporation. A new venture can have no more than 75 shareholders and no more than 20 percent of its income earned from passive investments. The losses of the corporation can be deducted by the individual stockholders and can be earned forward or backward to offset any gains. This is a significant advantage in attracting capital from individual investors who want a tax write-off the first several years when the corporation is losing money. When the new venture starts to earn a profit, the structure can be changed from an S corporation to a regular corporation with its accompanying tax laws.

S Corporation requirements:

- Must be a U.S. Corporation
- Shareholders must be U.S. residents
- Limited number of shareholders
- Only one class of stock
- No corporate or partnership shareholders
- Consent of all shareholders required for S Corporation election

B Corporation

Advantages	Disadvantages
Limited liability	Extensive recordkeeping necessary
Transfer of ownership	Annual report filing
Ability to raise larger dollars	Must produce some public benefit in addition to profit
Ability to focus on social good and shareholders instead of solely shareholders	High organizational costs
	Heavily regulated by State and Local laws

Another subtype of corporation, "Benefit" Corporations are a new structure for corporations that wish to promote public good. The name derives from the goal of a B Corporation being to produce profit in conjunction with other social benefits. Currently, this structure is recognized in some form by 36 states. Responsibilities and requirements are similar to standard corporations. In addition, B Corporations must declare their commitment to public benefit, in some cases the specific benefit they produce, as well as file an annual benefit report assessing itself against a third-party positive impact standard. Conversion into and out of this structure requires a supermajority (2/3) vote of shareholders.

Limited Liability Company (LLC)

Advantages	Disadvantages
Limited liability for each member	Limited tax savings for fringe benefits
No limitation on number of members	Regulations vary among states regarding taxation issues
Simplicity in operation & formation (required to file articles of organization)	Some states require that must terminate in 30 years
Flow-through tax advantage	Some states impose a corporate or franchise tax on LLCs

A limited liability company is an unincorporated association. Limited liability companies must be filed with the SCC. The requirements for establishing a limited liability company include filing articles of organization that set forth the name of the company, its principal office address, and its registered agent. All amendments must be filed with the SCC.

Your Government Registration Processes

Registering online is easy. Agencies provide step-by-step guidance in filing for registrations.

All businesses register with:

1) **the Virginia State Corporation Commission (SCC)**

   Most forms and fees can be processed online. Paper submissions do not qualify for expedited services. You can access the site here:

   https://www.scc.virginia.gov/pages/Businesses

2) **the IRS to obtain an Employer Identification Number (EIN)**

   Go to IRS.gov and put EIN in the Search bar, or type in: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

   Note: applying for your EIN is FREE. Go directly to the IRS site to apply.

Will you have **employees**?

3) If you plan to hire employees, you can register with the Virginia Employment Commission (VEC) at the same time you register with Virginia Tax if you register online. VEC is responsible for collecting unemployment tax. https://www.tax.virginia.gov/register-business-virginia

Will you **collect sales or use tax**?

4) Virginia Tax requires businesses to file and pay most sales taxes electronically. Most businesses will file form ST-9. https://www.tax.virginia.gov/how-file-and-pay-sales-and-use-tax

Department of Professional and Occupational Regulation

About DPOR

https://www.dpor.virginia.gov/

Who We Are

DPOR is an executive branch agency that oversees **18 regulatory boards and programs.** Our policy boards--plus the Board for Professional and Occupational Regulation (BPOR)--are comprised of practitioners and citizens appointed by the governor, and are responsible for regulating certain professions and occupations, as determined by the General Assembly. Our **200 employees** serve more than **300,000** individuals and businesses across **several hundred license types**, ranging from architects and contractors to cosmetologists and professional wrestlers.

What We Do

DPOR issues professional credentials—licenses, certificates or registrations—in the least intrusive, least burdensome and most efficient way. Our goal is to ensure the ***minimum*** **competency** necessary to practice without harming the public, not to enhance professional stature or limit competition by keeping newcomers out. Policy boards determine the minimum standards necessary to enter a profession, and qualify applicants based on a combination of **education, experience** and **examination**. DPOR also enforces standards of professional conduct. The agency **investigates** reports of regulatory violations and seeks to **obtain compliance** with the law or, when necessary, to **discipline** the licensee. Regulatory board sanctions against licensees include fines, probationary terms, suspension or license revocation.

Unlicensed activity—practicing a profession without a required state license—is a misdemeanor criminal violation. **Regulatory boards do not have jurisdiction over unlicensed individuals.** In cases involving allegations of unlicensed practice, DPOR attempts to obtain compliance with licensing requirements or works with local law enforcement to assist in bringing criminal charges. Ultimately, unlicensed activity is outside the boards' legal jurisdiction and prosecution is at the discretion of local officials.

Applicants

Applicants seeking licensure or certification in regulated professions must meet certain entry qualifications. DPOR and its regulatory boards establish entry requirements based upon a combination of education, examination, and/or experience. In some cases, holding a valid license in another state will satisfy some requirements to obtain licensure/certification by reciprocity, endorsement, or comity.

To learn about the specific requirements to enter a particular regulated profession, review the regulations and application forms for that license type.

- ***What If You Have A Prior Criminal Conviction?***
- ***NEW***: FAQs About Prior Criminal History Disclosure
- Services for Military Personnel, Spouses & Veterans
- Employee or Independent Contractor? | Worker Misclassification Prevention

Regulated professions and occupations: (4/1/2023)

- Architects
- Asbestos, Lead, & Home Inspectors
- Athlete Agents
- Auctioneers
- Automatic Fire Sprinkler Inspector (Tradesman)
- Backflow Prevention Device Workers (Tradesmen)
- Barbers
- Body Piercers
- Boxers, Professional
- Branch Pilots
- Cemetery Salespersons
- Common Interest Community Managers
- Condominiums
- Contractors
- Cosmetologists
- Electricians (Tradesmen)
- Elevator Mechanics (Tradesmen)
- Estheticians
- Fair Housing
- Gas Fitters (Tradesmen)
- Geologists
- Hearing Aid Specialists
- Home Inspectors
- HVAC (Tradesmen)
- Interior Designers
- Landscape Architects
- Land Surveyors & Photogrammetrists
- Lead Abatement Workers
- Martial Arts, Professional
- Nail Technicians
- Onsite Sewage System Professionals
- Opticians
- Plumbers (Tradesmen)
- Polygraph Examiners
- Professional Engineers
- Property Owners' Associations
- Real Estate Appraisers
- Real Estate Salespeople & Brokers
- Residential Building Energy Analysts
- Soil Scientists, Professional
- Tattooists
- Timeshares
- Waste Management Facility Operators
- Wastewater Works Operators
- Water Well System Providers (Tradesmen)
- Waterworks Operators
- Wax Technicians
- Wetland Delineators
- Wrestlers, Professional

Mailing Address:
9960 Mayland Drive, Suite 400;
Richmond, VA 23233-1485

Orange County

Commissioner of Revenue

Orange, VA 22960

540-672-4441

540-672-5461 (Fax)

Hours: Monday – Friday

8:00AM – 5:00 PM

Orange County Registration Requirements:

1) Town of Gordonsville Business License, New or Renewal (if appliable)
2) Orange County Business Personal Property and Machinery & Tools.

Prior to starting your business, you should consult with the Planning and Zoning office to insure zoning compliance and with the Building Department regarding any building permit requirements, if applicable. Other registration requirements may need completion depending on the nature of your business.

TOWN OF GORDONSVILLE
112 S. Main St., Gordonsville, VA 22942
Phone: (540) 832-2233 Fax: (540) 832-2449
www.townofgordonsville.org

Dawn M. Rigsby, Treasurer

License #_____

2025 New Business License Application

(Effective January 1, 2025 through December 31, 2025)

1. Business Owner Information

Date ____/_____/_____	**Business Type: (check one)** ☐ Individual ☐ Partnership ☐Corporation **SSN or FEIN #**
Business Name	
Business Owner	**Phone:**
Physical Address	
Mailing Address	
Business Phone Number	**Fax:**
Email Address	
Website	

2. Property Owner Information

Owner Name (Only if different)			
Owner Address			
Phone Number	H)	C)	W)

3. Business License Fees

Gordonsville Town code- Section 9-298 License fee and tax/ Every person or business subject to licensure shall be assessed and required to pay annually: A fee for the issuance of such license in the amount of $30.00. No license tax shall be imposed on gross receipts of $30.00 or less.

4. Section A: Business license tax are based on gross receipts.

Gross receipts means all earnings, receipts, fees, commissions, income or other bases for measuring licenses whatsoever arising from or growing from the conduct of the trade, business, occupation or profession without any deductions whatsoever, unless expressly provided in the Gordonsville Town Code or State law, and shall apply to gross receipts or purchases, etc., of the previous calendar year. Example: Gross Receipts * rate / 100 = Total Fee Due. **A $30.00 license fee will be charged if Section A total tax is under $30.00.**

Category	Gross Receipts for 2024	Rate
Retail Sales		$.20 per $100 of gross receipts
Telecommunications		$.50 per $100 of gross receipts
Financial, Real Estate Professional Services		$.40 per $100 of gross receipts
Repair, Personal & Business Services		$.36 per $100 of gross receipts
*Contractors (*Must estimate gross receipts for the entire year)* ***Copy of settlement page or invoice for work performed must be submitted to the Treasurer at the completion of each project.*** ***Contractors Business License Addendum must be filled out along with application***		$.16 per $100 of gross receipts
Section A Total Tax	**$**	

Section B: Flat Rate Business License Fees (Additional license & wine fees may apply)

Business Type	Rate
Itinerant Vendors	$50.00 per year
*Peddlers: (Residential Door to Door) *License will be sent after completion of background investigation	$50.00 per year $20.00 Background investigation(required)
Wholesale Merchants	$0.05 per $100.00 of purchases

Carnivals, Circuses and Speedways	$50.00 for each performance
*Fortunetellers, Clairvoyants, and Practitioners of Palmistry *Practicing without a licensing shall be a Class 3 misdemeanor	$1,000.00 per year
Saving Institutions and Credit Unions	$50.00 per year
Professional Photographers	$10.00 per year
Direct Sellers	If total sales exceed $4,000.00 per year $.20 per $100.00 for retail sales or $0.05 cents per $100.00 of wholesale sales
Day Spa License	$20.00
Bed and Breakfast License	$40.00
Museum License	$10.00
Motor Car Sporting Event License	$10.00
Meal Assembly Kitchen License	$20.00
Hospital License	$10.00
Banquet License	$5.00 for each license granted
Annual Banquet License	$15.00
Gourmet Brewing Shop License	$150.00
Section B Total Fees	**$**

Section C: Alcoholic Beverages Beer, Wine, Mixed Beverages

Distiller's License	$1,000.00
Fruit Distiller License	$1,500.00
Brewery License	$1,000.00
Bottler's License	$500.00
Wholesale Beer License	$75.00
Retail on Premises Beer License (Hotel, Restaurant or Club)	$25.00
Beer Shipper's License	$10.00
Winery License	$50.00
Wholesale wine License	$50.00
Wine Shipper's License	$10.00
Retail off Premises Wine-Beer License (gift shop, gourmet shop, convenience grocery store)	$37.50
*Mixed Beverages License	*Varies depending on seating capacity. Please contact Town office
Section C Total Fees	**$**

4. **Business License Payment**

1. Total from **Section A** $_____
2. Total from **Section B** $_____
3. Total from **Section C** $_____
4. **TOTAL TAX & FEES DUE** **$**_____ **(Total of Sections A-C)**
5. License Fee $ 30.00 **(Add to line 4)**
6. **TOTAL AMOUNT DUE** $_____ (**Add line 5 & 6**)

Applicant's Signature _____ Date _____

Print Name _____

---OFFICE USE ONLY---

Date Received: _____/_____/_____ Peddler's Background Investigation Received _____/_____/_____

Business License #: _____ Entered By: _____

Paid By: Cash ____ Check #: _____ PayGOV Confirmation #_____

TOWN OF GORDONSVILLE
112 S. Main St., Gordonsville, VA 22942
Phone: (540) 832-2233 Fax: (540) 832-2449
www.townofgordonsville.org

Dawn M. Rigsby, Treasurer

License #_____

2025 Business License Renewal Application

(Effective January 1, 2025 through December 31, 2025)

1. Business Owner Information

Date ____/_____/_____	**Business Type: (check one)** ☐ Individual ☐ Partnership ☐Corporation **SSN or FEIN #**
Business Name	
Business Owner	**Phone:**
Physical Address	
Mailing Address	
Business Phone Number	**Fax:**
Email Address	
Website	

2. Property Owner Information

Owner Name (Only if different)			
Owner Address			
Phone Number	H)	C)	W)

3. Business License Fees

Section A: Business license fees are based on gross receipts. Gross receipts means all earnings, receipts, fees, commissions, income or other bases for measuring licenses whatsoever arising from or growing from the conduct of the trade, business, occupation or profession without any deductions whatsoever, unless expressly provided in the Gordonsville Town Code or State law, and shall apply to gross receipts or purchases, etc., of the previous calendar year. Example: Gross Receipts * rate / 100 = Total Fee Due **Only the $30.00 license fee will be charged if Section A total tax is under $30.00.**

Category	Gross Receipts for 2024	Rate
Retail Sales		$.20 per $100 of gross receipts
Telecommunications		$.50 per $100 of gross receipts
Financial, Real Estate Professional Services		$.40 per $100 of gross receipts
Repair, Personal & Business Services		$.36 per $100 of gross receipts
*Contractors (*Must estimate gross receipts for the entire year)* ***Copy of settlement page or invoice for work performed must be submitted to the Treasurer at the completion of each project.*** ***Contractors Business License Addendum must be filled out along with application***		$.16 per $100 of gross receipts
Section A Total Tax	**$**	

Section B: **Flat Rate Business License Fees** (Additional license & wine fees may apply)

Business Type	Rate
Itinerant Vendors	$50.00 per year
*Peddlers: (Residential Door to Door) *License will be sent after completion of background investigation	$50.00 per year $20.00 Background investigation(required)
Wholesale Merchants	$0.05 per $100.00 of purchases
Carnivals, Circuses and Speedways	$50.00 for each performance
*Fortunetellers, Clairvoyants, and Practitioners of Palmistry *Practicing without a licensing shall be a Class 3 misdemeanor	$1,000.00 per year

Saving Institutions and Credit Unions	$50.00 per year
Professional Photographers	$10.00 per year
Direct Sellers	If total sales exceed $4,000.00 per year $.20 per $100.00 for retail sales or $0.05 cents per $100.00 of wholesale sales
Day Spa License	$20.00
Bed and Breakfast License	$40.00
Museum License	$10.00
Motor Car Sporting Event License	$10.00
Meal Assembly Kitchen License	$20.00
Hospital License	$10.00
Banquet License	$5.00 for each license granted
Annual Banquet License	$15.00
Gourmet Brewing Shop License	$150.00
Section B Total Fees	**$**

Section C: Alcoholic Beverages Beer, Wine, Mixed Beverages

Distiller's License	$1,000.00
Fruit Distiller License	$1,500.00
Brewery License	$1,000.00
Bottler's License	$500.00
Wholesale Beer License	$75.00
Retail on Premises Beer License (Hotel, Restaurant or Club)	$25.00
Beer Shipper's License	$10.00
Winery License	$50.00
Wholesale wine License	$50.00
Wine Shipper's License	$10.00
Retail off Premises Wine-Beer License (gift shop, gourmet shop, convenience grocery store)	$37.50
*Mixed Beverages License	*Varies depending on seating capacity. Please contact Town office
Section C Total Fees	**$**

4. **Business License Payment –** A $30.00 licensing fee will be charged in addition to your total fee(s) calculated from section 3 above.

1. Total from **Section A** $_____
2. Total from **Section B** $_____
3. Total from **Section C** $_____
4. **TOTAL TAX & FEES DUE** **$**_____ **(Total of Sections A-C)**
5. License Fee for all businesses $_____ (**Add to line 4)**
6. **TOTAL AMOUNT DUE** $_____ (**Add line 4 & 5**)
7. **Penalty (10%)** $_____ (After March 1, multiply line 6 by penalty rate)
8. **Interest (10%)** $_____ (After March 1, contact Treasurer)
9. **Late Filing (10%)** $_____ (After April 1, contact Treasurer)
10. **Administration Fee** $_____ (After April 1, add administrative fee)
11. **TOTAL AMOUNT DUE** $_____ **(TOTAL LINES 6-10)**

Applicant's Signature _____ Date _____

Print Name _____

---OFFICE USE ONLY---

Date Received: _____/_____/_____ Peddler's Background Investigation Received _____/_____/_____

Business License #: _____ Entered By: _____

Paid By: Cash ____ Check #: _____ PayGOV Confirmation #_____

Business Tangible Personal Property Taxation

Renee Pope, Commissioner of the Revenue Orange County
COR@orangecountyva.gov

What is considered Business Personal Property?

Virginia State Code Section 58.1-3503(17) defines business personal property as all tangible personal property employed in a trade or a business. Businesses are assessed on, but not limited to, office furniture, fixtures, equipment, machinery and tools, and merchants capital.

What is the tax rate for Business Personal Property?

The 2022 tax rate for Business Personal Property is $2.20 per $100 dollars of value.

How do I file a Business Property tax return? What is the deadline?

Business Personal Property forms are mailed each January and must be filed by May 1 of each year. If you do not receive a form by mail, you may obtain one from the Commissioner of the Revenue's Office.

I work out of my home. Do I still have to file Business Personal Property Tax?

Yes. The Business Personal Property Tax must be paid on all business equipment.

I depreciate the value of my Business Personal Property each year for tax purposes. How does that impact the way my return is filed with Orange County?

For our purposes, the tax is based on the original cost of the equipment. Each year we utilize a declining value scale, based on the year of acquisition, to adjust the value for taxation.

Do I have to file a new Business Property return each year?

Yes. In order to keep our records accurate, the information needs to be updated each year to reflect any changes.

Contact Information for Assessment Information:

Office of the Commissioner of the Revenue 112 W. Main Street, Orange, VA 22960
Phone (540) 672 -4441 Fax (540) 672 -5461
Office Hours Monday – Friday 8:00 A.M. – 5:00 P.M.
For Payment Information:
Office of the County Treasurer, 112 W. Main Street, Orange, VA 22960
Phone (540) 672 -2656 Fax (540) 672 -7437
Office Hours Monday – Friday 8:00 A.M. – 5:00 P.M.

Commissioner of the Revenue
Renee L. Pope
PO Box 389
Orange VA 22960-0227
Phone: (540) 672-4441 Fax: (540) 672-5461

2024
ORANGE COUNTY
RETURN OF BUSINESS PERSONAL PROPERTY AND MACHINERY & TOOLS

FILE ON OR BEFORE MAY 1, 2024

Location of Business on January 1, 2024
☐ COUNTY ☐ TOWN OF ORANGE ☐ TOWN OF GORDONSVILLE

Return To:

COMMISSIONER OF THE REVENUE
PO BOX 389
ORANGE VA 22960-0227

ACCOUNT NUMBER	
FEIN/Taxpayer Social Security Number	
Co-Taxpayer Social Security Number	
Business Start Date In Orange	

Business Cease Date	
Physical Address of Property	
Nature of Business	
Business Telephone Number	

PLEASE READ INSTRUCTIONS (FRONT AND BACK) CAREFULLY BEFORE COMPLETING.

1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, & TOOLS:
Report below the total original cost of **all** furniture, equipment, computers, printers, fixtures, hand power tools, office machines, business/mobile telephones, books, signs, and **all** other tangible property used in business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2023		x .65	
2022		x .60	
2021		x .55	
2020		x .50	
2019		x .45	
2018		x .40	
2017		x .37	
2016		x .34	
2015		x .31	
2014		x .28	
Prior Years		x .25	
Total			

2. MACHINERY AND TOOLS: Report below the total original cost of all machinery and tools used in manufacturing, mining, processing, reprocessing, radio, television broadcasting, dry cleaning, commercial laundry business and car wash equipment including those fully depreciated.
Energy Conversion Equipment of MANUFACTURERS (Section 58.1-3662)
Generating and Cogeneration Equipment of MANUFACTURERS (Section 58.1-3662)

YEAR ACQUIRED	COST		ASSESSED VALUE
2023		x .75	
2022		x .70	
2021		x .65	
2020		x .60	
2019		x .55	
2018		x .50	
2017		x .45	
2016		x .40	
2015		x .35	
2014		x .30	
Prior Years		x .25	
Total			

3. MERCHANT'S CAPITAL
(To be reported if taxpayer is a retail merchant)

	COST	For Office Use
Inventory of stock on hand 12-31-2023		

See reverse side for other equipment, mobile offices and for declaration and signature.

TO AVOID STATUTORY ASSESSMENT
THIS FORM MUST BE RETURNED

YOU MUST INCLUDE THE FOLLOWING WITH YOUR RETURN:
(1) An itemized list of all property reported, date acquired and cost.
(2) A copy of the depreciation schedule (FORM 4562) from your most recent federal income tax return. If you do NOT complete a federal depreciation schedule, please initial here: _____

4. LEASED PROPERTY: List all Tangible Personal Property (except vehicles) leased or rented from others as of January 1 (Virginia Code § 58.1-3518). Attach separate sheet if more space is required.

FROM LEASE AGREEMENT

Name of Owner (Lessor)	Address of Owner / Phone Number	Start / End Dates of Lessee	Description of Item	Quoted Purchase Price

MACHINERY FOR NON-FARM USE/HEAVY EQUIPMENT BY A BUSINESS

	MAKE	YEAR	MODEL	DATE PURCHASED	ORIGINAL COST	OFFICE USE ONLY
Tractors/Heavy Equip.						
Tractors/Heavy Equip.						
Tractors/Heavy Equip.						
Misc. Machinery/Equipment						
Misc. Machinery/Equipment						
Misc. Machinery/Equipment						
TOTAL VALUE OF ALL NON FARM PROPERTY/HEAVY EQUIP. (Attach sheet if necessary)						

MOBILE OFFICE

MANUFACTURER	YEAR	LENGTH & WIDTH	DATE PURCHASED	COST	OFFICE USE ONLY

If necessary, please attach a sheet for any additional mobile offices.

ORANGE COUNTY BUSINESS PERSONAL PROPERTY AND MACHINERY & TOOLS INSTRUCTIONS

What is this form? This is your Business Personal Property declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. Machinery and Tools used in manufacturing, mining, processing, reprocessing, radio or television broadcasting, dry cleaning or laundry business are to be listed and segregated as a separate class (VA Code Sec. 58.1-3507).

What should I do with it? First take a look at the preprinted ownership information for accuracy. Then follow the instructions for each box where applicable. You need to provide a depreciation schedule or complete list of all property used in your business. The list should include the name of the item, acquisition date and cost (whether fully depreciated or not for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition. The percentages set forth herein are used as guidelines. The Commissioner of the Revenue will consider properly documented valuation data on a property-specific basis.

Am I required to file this form? If you conducted business as an individual, partnership or corporation, or if you own leased business equipment in Orange County on January 1 of this year, you must complete and return this form.

When is it due? The form and associated schedules/property lists are due no later than May 1st. If you are unable to file by May 1st, you may request a 30 day extension. The request must be in writing to the Commissioner of the Revenue and must be made prior to May 1st.

What happens if I do nothing? Since the assessment is based on information and schedule(s) that you provide, an assessment will be made by means of percentage of original cost and/or fair market value. If no information is provided, the Commissioner of the Revenue is required by law to assess property based on the best information available, which will result in a tax bill due. This is called a statutory assessment (VA Code Sec. 58.1-3519).

How can I get help? Additional forms, information and assistance are provided by the Commissioner of the Revenue office located at 112 W. Main Street, Orange, VA or you may call (540) 672-4441.

IMPORTANT, PLEASE NOTE: If "zero" or "none" is listed, please attach an explanation describing how you are able to operate a business without tangible personal property.

It is a Class 1 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)

DECLARATION: I declare that the statements and figures hereon are true, full and correct to the best of my knowledge and belief.

_____

SIGNATURE OF TAXPAYER **DATE**

Resources

The Central Virginia SBDC has *expert resources* to help you. Whether you're just starting out, want to take your business international, or need an exit plan, advising services are free.

Book an appointment today:

cvsbdc.org 434-295-8198

Locate your business in Orange County! The County's Economic Development Office is your best resource for location and tax incentives.
109 W Main St | Orange, VA 22960
https://www.thinkorangeva.com/ 540-672-1238

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