

## **IMPORTANT: Business Personal Property Filing Deadline May 3<sup>rd</sup>**

*Returns not postmarked or delivered to our office by 5 p.m. on Monday, May 3<sup>rd</sup>, 2021 are subject to a 10% late filing penalty.*

### **If you do not have a Business Personal Property (BPP) reporting form:**

1. If your business IS already registered with James City County, send the following in writing to the address below:
    - a. Business name and trade name, if one is used
    - b. Account number (if known)
    - c. A complete, detailed list of all personal property used in your business. Include year of acquisition and original capitalized cost of each item. Include a depreciation schedule and/or Federal Form 4562 if your business files these forms.
    - d. Indicate which items on the above list were acquired in 2020
    - e. Indicate which items on the above list were disposed in 2020
    - f. Owner's or officer's signature and date
  
  2. If your business is NOT registered yet with James City County, send all of the above PLUS a completed and signed [Business License Application](#).
- If you did not acquire or dispose of any items in 2020, you must state this in writing.
  - Original ink signatures only – no photocopies.
  - Do not include payment. You will be assessed and billed for business personal property in July and November, payable in August and December.

**We cannot accept faxed, emailed, unsigned, or blank  
Business Personal Property filings.**

**Mailing address:** Commissioner of the Revenue, PO Box 283, Williamsburg, VA 23187-0283

**Street address:** 101 Mounts Bay Road, Building B, Williamsburg, VA 23185