



**TIFFANY M. BOYLE**  
 Commissioner of the Revenue  
 2400 Washington Avenue  
 Newport News, VA 23607-4389

# City of Newport News Machinery & Tools Return



**SECTION 1: TAXPAYER INFORMATION**

**INSTRUCTIONS ARE PROVIDED  
ON THE BACK OF THIS RETURN**

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**A DETAILED ITEMIZED LIST MUST BE  
SUBMITTED WITH THIS RETURN**

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Virginia Code §58.1-3519 authorizes the Commissioner of the Revenue to assess property based on the best information available in any cases where the taxpayer neglects or refuses to file a return. All filings are subject to audit by the Commissioner of the Revenue at any time.

**SECTION 2: UPDATE INFORMATION**

Federal ID / Social Security Number: \_\_\_\_\_ Date Business Began in Newport News: \_\_\_\_\_

If business has been sold, closed or moved, please complete the following:  
 (Please Check One)     Sold     Closed     Moved    Date Sold/Closed/Moved: \_\_\_\_\_

Sold To: \_\_\_\_\_

New Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECTION 3: MACHINERY & TOOLS (M&T)**

	Year	M&T Computer Equipment Capitalized Cost	M&T Other than Computers Capitalized Cost	Total Capitalized Cost	OFFICE USE ONLY
PURCHASED IN:					
PURCHASED IN:					
PURCHASED IN:					
PURCHASED IN:					
PURCHASED IN:					
PURCHASED IN AND PRIOR TO:					
<b>TOTAL COST</b>					

**SECTION 4: DELETED, SOLD, OR DISPOSED MACHINERY & TOOLS**

Description of Machinery & Tools	Date of Purchase	Original Cost	Date Deleted, Sold, or Disposed

**SECTION 5: LEASED MACHINERY & TOOLS**

Name of Owner/Lessor	Mailing Address City/State/Zip	Description of Machinery & Tools	Date of Lease	Quoted Purchase Price

**SECTION 6: DECLARATION BY TAXPAYER**

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

Taxpayer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Any such person who willfully subscribes any such return which he/she does not believe to be true and correct as to every material matter shall be guilty of a Class 1 misdemeanor. (Virginia Code §58.1-11)*

**SECTION 7: CONTACT INFORMATION**

Please complete the following information so that our office can contact you if we have any questions regarding this return. (Please print legibly)

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**OFFICE USE ONLY:**

Processed: \_\_\_\_\_ Verified: \_\_\_\_\_

# INSTRUCTIONS FOR PREPARING MACHINERY & TOOLS RETURN

## GENERAL INFORMATION

### WHO MUST FILE:

Any individual, partnership, corporation or other entity owning or using machinery & tools located within the City of Newport News on January 1<sup>st</sup> and used or available for use in manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business must file a return.

### WHAT ARE MACHINERY & TOOLS?

Machinery & Tools are limited to property used in manufacturing, mining, water well drilling, processing or reprocessing, radio or television broadcasting, dairy, dry cleaning or laundry business activity as segregated by Virginia Code §58.1-3507.

### FILING EXTENSIONS:

Prior to the filing deadline, you may submit a written request for an extension, which is subject to approval by the Commissioner of the Revenue. The request must include a reasonable estimate of the original cost to be reported and a self-addressed stamped envelope.

### METHOD OF ASSESSMENT:

Property's assessed value is equal to one third (1/3) of the reported total original cost. Machinery & Tools Taxes are not prorated therefore, please refer to the commissioner of revenue website [www.nnva.gov/cor](http://www.nnva.gov/cor) for current rates. If the business was closed, sold or moved out of Newport News after January 1st, you are still liable for the tax for the full year.

## INSTRUCTIONS

### SECTION 1: TAXPAYER INFORMATION

Review the business information and make any necessary corrections to your name and address by drawing a line through the incorrect information and writing the correct information.

### SECTION 2: UPDATE INFORMATION

- Enter the Federal Identification Number or the Social Security Number if applicable.
- If the business has been sold, closed or has moved from Newport News, please check the appropriate box and enter the date.
- Enter the forwarding address if different from the address listed in **Section 1** of the return.

### SECTION 3: MACHINERY & TOOLS

- Enter the total capitalized cost (*excluding capitalized interest*) of **all** machinery & tools, furniture, equipment and computer equipment used in the manufacturing, mining, water well drilling, processing or reprocessing, radios or television broadcasting, dairy, dry cleaning or laundry business. Capitalized Cost is the cost that is written off over a period of time through depreciation schedules.
- Total Cost includes all costs incidental to acquiring and placing an asset in use, including but not limited to the purchase price, freight, labor, installation, and sales tax.
- Include the following:
  1. All tangible property acquired at 'zero cost' (ex: gift). To the best of your ability, confirm the fair market value upon receipt of the property. If you do not own or use any property in your business indicate "NONE" **and** provide a written explanation.
  2. All non-licensed vehicles and trailers (include yard vehicles, tractors, storage trailers, office trailers, etc.).
  3. All PC's, mainframes and peripherals, including but not limited to scanners, printers, plotters, PDA's (personal digital assistants), flash drives, and operational software. **DO NOT INCLUDE COMPUTER APPLICATION SOFTWARE.**
  4. Fully depreciated items **MUST** be included if still owned on January 1<sup>st</sup>.
- Reporting "SAME AS LAST YEAR" **will not** be accepted.
- Some businesses are required to file both Machinery & Tools and Business Personal Property Returns. If you are not sure, please contact the Commissioner of the Revenue immediately.
- **A DETAILED ITEMIZED LIST MUST BE INCLUDED WITH THIS RETURN.** List must include description of machinery & tools, date of purchase, and capitalized cost.

**Lessors:** To ensure proper assessments, please report only active leases. If you are not the owner of the leased property, or if a lease expired during the year and responsibility for reporting the property transferred to the lessee, please provide a separate list of the names and address of the current owner, a description of the property and the current owner's original cost.

### SECTION 4: DELETED, SOLD, OR DISPOSED MACHINERY & TOOLS

Report all machinery and tools that have been deleted, sold or disposed. Attach a separate list if necessary. Do not include the deleted, sold, or disposed Machinery & Tools in totals in Section 3.

### SECTION 5: LEASED MACHINERY & TOOLS

Report all machinery and tools used by the taxpayer, but for which the taxpayer is not the owner and/or entity to be billed for such taxes. Attach a separate list if necessary.

### SECTION 6: DECLARATION BY TAXPAYER

Read and sign the declaration.

### SECTION 7: CONTACT INFORMATION

Provide a contact person to whom our office can correspond with if we have any questions regarding this return.

### MAILING YOUR RETURN

- **THE FILING DEADLINE FOR THIS RETURN IS MARCH 1<sup>ST</sup>.**
- Review the return to ensure that you have completed all applicable sections. Incomplete returns **will not** be accepted.
- Fold and return the entire tax return in the envelope provided **and** include the following:
  1. **Detailed Itemized Listing (See Section 3 of the instructions).**
  2. **All required written documentation as requested in Sections 2 thru 5.**

**FOR ASSISTANCE OR ADDITIONAL INFORMATION, CONTACT THE BUSINESS RELATED TAXES DEPARTMENT AT**  
**Phone (757) 926-8644 Fax (757) 247-2628**  
**WEBSITE: [www.nnva.gov/cor](http://www.nnva.gov/cor)**