



SHENANDOAH COUNTY, VIRGINIA
KATHLEEN A. BLACK, COMMISSIONER OF THE REVENUE

600 N. Main Street, Suite 104, Woodstock, VA 22664
 Phone: 540.459.6170
 Fax: 540.459.6173

Year Opened: _____
BE Acct No.: _____

REGISTRATION FOR BUSINESS/COMPUTER EQUIPMENT AND INVENTORY ACCOUNT

- **The 762B Return should not be filed at this time. ONLY this account registration is needed.**
- This form is to be used by businesses who are operating in Shenandoah County.
- Section 58.1-3518 of the Code of Virginia requires that ALL tangible personal property *owned, leased, rented, or borrowed*, as of January 1 of any year, which was used or available for use in a business/profession and which is located in Shenandoah County must be filed on a Business Equipment Return of Tangible Personal Property.
- A Business Tangible Personal Property Return is required to be filed **ANNUALLY by FEBRUARY 1st**. A 10% or \$10.00 minimum penalty will be imposed if filed after the due date. The 762B will be mailed to businesses in January.
- ALL personal property (furnishings, equipment, tools etc.) must be reported on each year's filing including property reported on the prior year's filing if still owned -- not just new or recently acquired personal property. For each item, the original cost (or value if free to you), before any allowance for trade-in must be provided. Personal property even if expensed or fully depreciated on company books must be reported. A total cost/value of all items must also be listed (or it constitutes a non-filing, subject to penalty). After your return is received, the County will apply a depreciation rate.
- In subsequent years, if the list of items you are reporting for the current year does NOT include items previously reported on last year's filing (e.g., have been disposed of and not replaced), you must provide a list of the disposed of or no longer owned items.
- Extensive itemized lists can be created as a separate attachment.
- Examples of business tangible personal property: desktop and laptop computers, keyboards, monitors, printers, scanners, copiers, fax machines, credit/debit card payment devices, hand-held tools, power tools, desks, chairs, telephones, filing cabinets, bookshelves, pallet jacks, forklifts, skidders, hair dryers, wheelbarrows, scaffolding, ladders, signage, etc.

Legal Business Name:	_____		
Trade Name:	_____		
Mailing Address:	_____		
Business (Physical) Address:	_____		
Business Phone:	_____	Fax:	_____
Contact Person:	_____	Contact Phone No.:	_____
Email Address:	_____	Federal EIN / SSN:	_____
<small>Businesses are requested to provide a federal employer identification number (EIN) as opposed to a social security number. In the event it becomes necessary for Shenandoah County to enforce any non-filing, non-reporting, or non-payment of your account, failure to provide a federal EIN may result in pursuing the matter against your personal assets.</small>			
Description of Business:	_____		Date Business Began in Shenandoah County: _____
Type of Business Entity & Names/Titles of: • Officers (President, Vice President, Secretary, Treasurer) • Directors • Partners • Members • Managers • Trustees	Check one: <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Stock Corporation <input type="checkbox"/> Non-Stock Corporation <input type="checkbox"/> LLC/LC <input type="checkbox"/> PLLC/PLC <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Business Trust <input type="checkbox"/> Other (specify): _____		
	If applicable, have you registered w/ the SCC: <input type="checkbox"/> Yes <input type="checkbox"/> No If registered, provide SCC ID No.: _____		
	SCC Registered Agent (name & address): _____		
	For Corporation, Partnership, LLC/LC, PLLC/PLC, Business Trust: Provide the following or attach a list.		
	Name _____ Title _____ _____ Name _____ Title _____	Name _____ Title _____ _____ Name _____ Title _____	

CERTIFICATION & SIGNATURE

This application with signature confirms that Applicant has complied with all the requirements of the Shenandoah County Code. The owner must sign and date this form. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. **It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)**

I, the undersigned, do swear or affirm under penalty of perjury (1) that the statements herein are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner, or a member, partner, executive officer, or other person specifically authorized in writing to sign on behalf of applicant.

_____	_____	_____	_____
Signature	Print Name	Title or Capacity for Signing	Date