



IMPORTANT: Business Personal Property Filing Deadline May 1st

Returns not postmarked or delivered to our office by 5 p.m. on Wednesday, May 1st, 2019 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 2018
 - e. Indicate which items on the above list were disposed in 2018
 - 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 2018, 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