

IMPORTANT: Business Personal Property Annual Filing Deadline May 1st

Returns not postmarked or delivered to our office by 5 p.m. on Monday, May 1st are subject to a 10% late filing penalty.

If May 1st falls on a weekend, the deadline is the first business day thereafter.

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. Also include items that were expensed, not just depreciated.
 - d. Indicate which items on the above list were acquired last year
 - e. Indicate which items on the above list were disposed last year
 - 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 [Application for Business, Professional, and Occupational License](#).
- If you did not acquire or dispose of any items last year, 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, scanned, 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