



# 2026 Business Tangible Property Return

Account No. \_\_\_\_\_

Prince William County, Taxpayer Services

PO Box 2467, Woodbridge VA 22195-2467

Phone: 703-792-6710 Email: TaxpayerServices@pwcgov.org

**File and Pay Online at [tax.pwcgov.org](https://tax.pwcgov.org)****BUSINESS TANGIBLE PROPERTY RETURN****FILE RETURN ON OR BEFORE APRIL 15, 2026**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

If a property tax is owed, you will be billed later in the year. See reverse side for more information.

**You must include with your return an itemized list of all tangible personal property reported, showing acquisition date and cost, and a copy of IRS Form 4562 (Depreciation and Amortization) if applicable.**

Trade Name: \_\_\_\_\_

Location: \_\_\_\_\_

Please read the instructions on the back of this form before completing. Report all tangible personal property located in Prince William County on January 1, 2026. Do not include licensed vehicles or certified short-term rental property. Enter amounts rounded to the nearest dollar.

Year Purchased	SCHEDULE A							
	Furniture and Fixtures		Farm Equipment		Machinery and Tools		Research and Development	
	Reported Last Year	Original Cost	Reported Last Year	Original Cost	Reported Last Year	Original Cost	Reported Last Year	Original Cost
2025								
2024								
2023								
2022								
2021								
2020								
2019								
2018								
2017 and prior								

Year Purchased	SCHEDULE B		Year Purchased	SCHEDULE C	
	Earth Moving Equipment or Coin Operated Laundry Machines			All Computer, Peripherals, and Computer Equipment	
	Reported Last Year	Original Cost		Reported Last Year	Original Cost
2025			2025		
2024			2024		
2023			2023		
2022			2022		
2021			2021 and prior		
2020 and prior					

**SCHEDULE D: Tangible personal property leased from others. Do not include real estate.**

Lease Company Name	Address	Type of Equipment	Year Put into Use	Original Cost

I declare that the statements and figures herein given, including any accompanying schedules and statements, are true, full, and correct to the best of my knowledge and belief. Under §58.1-11 of the Code of Virginia, any person who willfully subscribes to an application which he does not believe to be true and correct shall be guilty of a Class 1 misdemeanor.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICANT'S CONTACT INFORMATION (PLEASE PRINT)**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**Be sure to include an itemized list of tangible personal property reported. See note at top of form.**

General Information

Any individual, partnership, corporation, or profession engaged in a business in Prince William County or engaged in leasing equipment which is used by a business or profession in Prince William County must complete this form.

To avoid a late filing penalty of 10%, a filing form must be postmarked or returned by [APRIL 15, 2026](#).

Please correct the preprinted information on the return as necessary.

A separate form should be submitted for each business location.

Leasing companies must file a return in their own name. Items being leased can be consolidated on a single return as long as the detailed listing identifies the lessee and location address of the equipment.

Do not use this form to report licensed motor vehicles, trailers, boats or aircraft. These items must be reported and registered by calling 703-792-6710 within 60 days of purchase or move into the County.

Property reported on this form is not subject to proration. Business personal property is taxed for the entire year, even if it is sold or moved out of the County after January 1st.

If you own no business tangible personal property, you must still file a return; please enter "NONE" in Schedules A, B, and C

Schedules A, B, and C

Report in the appropriate schedule the total purchase cost by year, all tangible property that is owned or being paid for by installment payments (including items acquired under a lease-purchase contract) located in Prince William County on January 1, 2025. All property must be reported, even if fully depreciated for accounting purposes. Please round amounts to the nearest dollar.

Total purchase cost is defined as the full capitalized original cost, including tax, freight, and installation. There is no provision in law that allows for the deduction of indebtedness against the reported cost for business tangible property.

Schedule A is used to report furniture, office equipment and fixtures, miscellaneous and incidental property, machinery and tools, and any other equipment not reported in Schedules B and C.

Miscellaneous and incidental property with an original cost of less than \$500 may be reported by estimating the total cost of all such property. If estimating the cost of miscellaneous and incidental equipment, please report the estimated cost in the year purchased. If the purchase year is not known, estimate the purchase year.

Schedule B is used to report earth-moving equipment and coin-operated laundry equipment.

Schedule C is used to report all computer hardware and peripheral equipment, such as personal computers, notebook computers, monitors, mainframe and midrange units, file servers, POS equipment, backup units, storage devices, modems, fax machines, photocopy machines, printers, scanners, network cards, and cables. Do not report application software.

Schedule D

Report all personal property leased or rented from others. Information used to complete this schedule should be obtained from a lease agreement(s). Report operating leases only. Capitalized leases should be reported on Schedule A, B, or C, depending on the type of property.

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Supporting Documentation Is Required

Submit with your return the following documentation: An itemized listing of all tangible personal property, showing acquisition date and original cost. A copy of the IRS Schedule 4562 Depreciation and Amortization, if you complete this schedule. Miscellaneous and incidental equipment with an original cost of less than \$500 reported on Schedule A as an estimate of the total aggregate cost of such equipment does not have to be itemized.

Formula for Assessment

The assessment on which your tax will be based is computed using the percentages shown in the following table. To determine the assessment, multiply the reported cost for each year by the percentage for that year.

Schedule A	Schedule B	Schedule C
2025.....85%	2025.....80%	2025 .....50%
2024.....75%	2024.....65%	2024 .....35%
2023.....65%	2023.....50%	2023 .....20%
2022.....55%	2022.....35%	2022 .....10%
2021.....45%	2021.....20%	2021 and prior ... 5%
2020.....35%	2020 and prior ... 10%	
2019.....25%		
2018.....15%		
2015 and prior .. 10%		

You will be billed. Please do not include payment with your return.

Where to File

Online File and Pay – [tax.pwcgov.org](https://tax.pwcgov.org)

By Regular Mail (please use the return envelope provided) or mail to:  
Tax Administration Division  
PO Box 2467  
Woodbridge, VA 22195-2467

By Courier or Overnight Delivery:  
Tax Administration Division  
5 County Complex Court  
Woodbridge, VA 22192-9201

In-person and Dropbox are available at a Tax Administration office:

Development Services Building, 5 County Complex Ct, Suite 140, Woodbridge.

Sudley North Government Center, 7987 Ashton Avenue, Manassas.

Filing Extension

An automatic 90-day filing extension is available by sending a request by email to [TaxpayerServices@pwcgov.org](mailto:TaxpayerServices@pwcgov.org). Include the account number and business name in your email request. You must request an extension prior to [April 15, 2026](#).

Attach a copy of our reply email to your filing form or you may be assessed a late filing penalty.

How to Contact Us

Please call 703-792-6710; by fax at 703-792-4673; or by e-mail at [TaxpayerServices@pwcgov.org](mailto:TaxpayerServices@pwcgov.org)

Additional forms can be downloaded from our website at [www.pwcgov.org/tax](https://www.pwcgov.org/tax) (select Business Tangible Property Tax)