COMMISSIONER OF THE REVENUE
Jennifer W. Delano
101 Court Circle
Warsaw VA 22572
(804) 333-3722 * FAX (804) 313-2208
commissioner@co.richmond.va.us

RETURN SERVICE REQUESTED

2016
RETURN OF TANGIBLE PERSONAL PROPERTY

TAX YEAR 2016
FILE BY MAY 1, 2016

To avoid 10% **PENALTY** for Late Filing

PAGE #	DISTRICT #	ACCOUNT #

Return to:

COMMISSIONER OF THE REVENUE
PO Box 366
Warsaw, VA 22572-0366

The items listed below are your taxable Personal Property items currently on file with the Commissioner of the Revenue. Please update this list to reflect items owned by you and located in Richmond County on January 1st of this year. Draw a line through items not owned on January 1st and add new items in the space below. If you no longer reside nor have Personal Property located within Richmond County, please provide your new mailing address and date of relocation. Vehicles that meet certain high mileage criteria may be eligible for a reduction in assessed value. High mileage forms are available upon request and are required to be filed **every year no later than May 1st** to receive the credit for the current tax year.

--- PLEASE READ THE ENCLOSED INSTRUCTION SHEET ---

Information for certifying vehicles for the PPTRA (car tax credit) can be found on the back of the instruction sheet.

THIS FORM MUST BE SIGNED AND RETURNED BY MAY 1st OF THIS YEAR TO AVOID A LATE FILING PENALTY.

2015 VALUE	TYPE	DESCRIPTION	VIN	PPTRA	Office Use Only

	Value listed by taxpayer	Office Use Only
Merchant's Capital (Inventory on hand January 1 BUSINESSES ONLY)		

	Value listed by taxpayer	Office Use Only
Machinery & Tools **(BUSINESSES ONLY)**		

SUBJECT TO A 10% PENALTY IF NOT FILED ON OR BEFORE MAY 1, 2016

I/we certify that the items above accurately describe my/our Personal Property taxable in Richmond County, Virginia, and that vehicles marked with a 'Y' in the 'PPTRA' column are eligible for the car tax credit according to the enclosed legal criteria. This signed form will be accepted as the Virginia State Form 762.

Signed: _____ Driver's License Customer #: _____ Date: _____

Signed: _____ Driver's License Customer #: _____ Date: _____