

# Business Tangible Personal Property Registration: Town of \_\_\_\_\_

## Business Information

Trade Name/DBA \_\_\_\_\_ Phone \_\_\_\_\_  
Website \_\_\_\_\_ Estimated Annual Gross Revenue \_\_\_\_\_  
Date began doing business at this Loudoun location \_\_\_\_\_ Description of Business \_\_\_\_\_  
\_\_\_\_\_  
Physical Location (no PO Boxes, route numbers, or mail delivery locations)  
Address # \_\_\_\_\_ Street \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Business Structure & Contact

Sole Proprietorship  Single Member LLC **or**  Corporation  Partnership  LLC  
SSN \_\_\_\_\_ FEIN \_\_\_\_\_  
Owner Name \_\_\_\_\_ Registered Name \_\_\_\_\_  
LLC Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Phone \_\_\_\_\_  Partner  President/ CEO  Managing Member  
Email \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Office Address \_\_\_\_\_  
\_\_\_\_\_

## Certification

**By signing, I certify that the information provided herein is true and correct. I am authorized to file this form and I affirm that I understand my responsibilities under Title 58.1-3518 of the Code of Virginia:**

All businesses are required to annually file a Business Tangible Personal Property tax return by March 1, declaring all property such as furniture, fixtures, equipment, machinery, tools and heavy equipment located in Loudoun County on January 1st of each year. Property located in any of the incorporated towns may be subject to town business tangible property tax in addition to the county levy. An asset list containing date of purchase, property description and original cost must be included with the return. Leased equipment must be declared indicating name and address of the lessor and terms of the lease.

Authorized Signer Name \_\_\_\_\_ Title/Role \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Business Tangible Personal Property Registration: Town

## General Information

Businesses are required to register and file a business tangible personal property return annually. Business Tangible Personal Property Taxes for businesses located within an incorporated town within Loudoun are assessed by the County and taxes are collected by the Loudoun County Treasurer's Office. [Virginia law](#) authorizes the Commissioner of the Revenue to assess property based on the best information available in any case where a taxpayer neglects or refuses to file a complete return. All filings are subject to audit by the Commissioner of the Revenue at any time.

**Review** relevant info at [loudoun.gov/BusinessTax](http://loudoun.gov/BusinessTax). Register online at [loudoun.gov/eFile](http://loudoun.gov/eFile).

**Use this form** to register a business with a physical location in an incorporated town within Loudoun County.

**Need help?** Staff assistance is available Monday through Friday, during County business hours.

To reduce your wait time, we encourage scheduling an appointment. We are open **8:30 AM to 5:00 PM** in:

Leesburg	Sterling
1 Harrison St. SE, 1st Floor	46000 Center Oak Plaza

**For assistance with a specific topic, email or call:**

Business Tax Assessment	<a href="mailto:businesstax@loudoun.gov">businesstax@loudoun.gov</a>	703-777-0260, option 2
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**Accommodations:** If you require a reasonable accommodation for any type of disability or need language assistance in order to access this form, please contact [businesstax@loudoun.gov](mailto:businesstax@loudoun.gov). Three business days advance notice is requested.

**Privacy:** This Office protects records according to applicable Virginia statutes and U.S. federal laws. Any personal information we collect and maintain is retained in compliance with statute.

## Instructions

**For business locations within Loudoun's incorporated towns only. One form per business location.**

- 1. Business Information** - Provide all requested information about the business, including the trade or doing business as name, public phone number and website, estimated gross revenue for the calendar year, date business began in Loudoun at the given physical location, description of the business activities, the physical location of the business, and, if different, the mailing address.
- 2. Business Structure** - Select the applicable business structure and provide identifying and contact information for the authorized signer, who must be the owner of a sole proprietorship or single member LLC or the partner, president or CEO, managing member, or corporate officer of a corporation, partnership, or LLC.
- 3. Certification** - Review and complete the certification, including indicating the authorized signer name and title or role in the business.
- 4. Submit** this form in person at one of the locations listed above or:

1. Upload to:  
[loudoun.gov/COR-Upload](http://loudoun.gov/COR-Upload)

2. Mail to: Business Tax Assessment  
PO Box 8000, Leesburg VA 20177

**Or,** find and complete digital forms  
at [loudoun.gov/COR-Forms](http://loudoun.gov/COR-Forms)