

Commissioner of the Revenue
Post Office Box 15285
Chesapeake, Virginia 23328

IMPORTANT TAX NOTICE FOR BUSINESS TAXPAYERS

Your Chesapeake Return of Business Tangible Personal Property and Machinery and Tools (Form #B123) for the taxable year is enclosed. Please refer to the instructions on the reverse side of the tax return before completing it.

DUE DATE: This tax return must be filed with the Commissioner of the Revenue's office on or before **March 1st of the tax year**. Mail postmarked by the U.S. Postal Service on or before the due date shall be accepted without penalty.

Extensions:

An extension of the filing date to April 15th of the tax year can be authorized only if Form #B124 on the back of this notice is returned to this office by March 1st.

PENALTIES: A penalty of 10% (\$10 minimum) will be added to the tax due if your return is filed after the required date.

Property to Report:

The return must include all personal property owned, leased, or in the possession of the business as of January 1st. Please include all motor vehicles used in your business. The reporting of leased property must also include the lessor's name and address.

Important! If you have gone out of business, please furnish the date the business ceased to operate. If you go out of business after January 1st of the tax year, you are still liable for the business tangible personal property tax. This tax is not prorated. After the property is assessed, you will receive a tax bill. The payment date for personal property taxes in Chesapeake is June 5th.

Please contact us at one of our four office locations if you have questions. We are here to serve you!

Email: bustax@cityofchesapeake.net

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|---|--------------------|------------------|
| ➤ Municipal Center (306 Cedar Rd.) | Phone 757-382-6739 | Fax 757-382-8822 |
| ➤ South Norfolk (1205 20 th St.) | Phone 757-545-8154 | Fax 757-543-3783 |
| ➤ Western Branch (2808 Taylor Rd.) | Phone 757-488-5348 | Fax 757-465-2179 |
| ➤ Deep Creek (824 Old George Washington Hwy. N) | Phone 757-382-3650 | Fax 757-382-3665 |

Visit our website at www.cityofchesapeake.net/comrev

REQUEST FOR FILING DEADLINE EXTENSION
(FOR MACHINERY & TOOLS, BUSINESS AND FARM EQUIPMENT)

Important Notice To Taxpayers Filing Returns For Business Tangible Personal Property, Farm Equipment, and/or Machinery And Tools:

Chesapeake City Code Section 30-513 requires returns to be filed by March 1st of the tax year, unless an extension is authorized. If you need an extension to April 15th, complete this form and return it to the Commissioner of the Revenue's Office no later than March 1st of the tax year. A separate extension form is required for each account.

TO: COMMISSIONER OF THE REVENUE — CITY OF CHESAPEAKE

FROM:

Name of Taxpayer as it appears on Form #B123 (please type or print) **Account Number**

Trade Name (if applicable)

Address **City/State** **Zip Code**

I certify that I am unable to meet the March 1st filing deadline and hereby authorize the computation of the personal property tax on the basis of my previous year's return.

I understand however that I am required to make a final return by April 15th of the tax year and my personal property tax will then be adjusted accordingly.

I understand that if I do not file a personal property tax return by the extension deadline of April 15th of the tax year, a 10% late filing penalty (\$10.00 minimum) will be added to the tax due.

Signature **Date** **Daytime Telephone Number**

****Incomplete forms will not be considered as filed timely****