



Montgomery County
Commissioner of the Revenue
Brenda H. Winkle, Commissioner of the Revenue

755 Roanoke St, Suite 1A, Christiansburg, VA 24073
Phone: (540) 382-5710 Fax: (540) 381-6838
Email: businesspp@montgomerycountyva.gov

2026 Montgomery County

Return of Business Tangible Property

As of January 1st, 2026

File on or before May 1st

READ ALL INSTRUCTIONS ON BACK BEFORE COMPLETING

CID:		PID:	
Start Date in Montgomery County			
End Date in Montgomery County			
FEIN/Taxpayer SSN			
DBA if different than owner			
Physical Address of Property			
Nature of Business			
Location of Business on January 1	<input type="checkbox"/> Town of Blacksburg	<input type="checkbox"/> Town of Christiansburg	<input type="checkbox"/> County

YOU MUST INCLUDE THE FOLLOWING ON A SEPARATE PAGE WITH YOUR RETURN:

- (1) A complete list of all assets used in your business or trade, the year acquired and the total original cost of each.
- (2) A complete list of all assets that have been disposed of and/or no longer used that were previously reported.

A copy of the Federal Income Tax Return forms, including Form 4562, filed for this business the immediate past year may be required. Returning a blank form or not attaching an asset list will constitute an invalid filing. An explanation is required if listing "ZERO" or "NONE".

1. BUSINESS TANGIBLE PROPERTY: Report below the total original cost of any and all items used in business. Even personal items if they are used in business. This includes all furniture, fixtures, all light or heavy equipment, all computers, office machines, cell phones and signs. Including those fully depreciated.

YEAR ACQUIRED	TOTAL ORIGINAL COST PER YEAR	% ASSESSED	TOTAL ASSESSED VALUE
2021 & Prior		x 20%=	
2022		x 40%=	
2023		x 50%=	
2024		x 60%=	
2025		x 80%=	
TOTAL			
PRIOR YEAR TOTAL ASSESSED VALUE			

2. MANUFACTURING EQUIPMENT: Report below the total original capitalized cost of all manufacturing equipment used directly in manufacturing, mining, radio, broadcasting, dry cleaning, commercial laundry or carwash. Including those fully depreciated.

YEAR ACQUIRED	TOTAL ORIGINAL COST PER YEAR RANGE	% ASSESSED	TOTAL ASSESSED VALUE
2018 & Prior		x 40%=	
2019-2021		x 50%=	
2022-2025		x 60%=	
TOTAL			
PRIOR YEAR TOTAL ASSESSED VALUE			

The use of "SAME AS LAST YEAR", "NO CHANGE" or "SEE ATTACHED" will constitute an invalid filing. Form 762 is not considered a complete filing. You must fill out this form.

DECLARATION BY TAXPAYER: I declare that the statements and figures on both the front and back of this form are true, full and correct to the best of my knowledge and belief.

☐ I have read this form in its entirety and have completed it to the best of my ability.

Signature of Taxpayer or Preparer

Printed Name of Taxpayer or Preparer

Date

Email Address of Taxpayer or Preparer

Phone Number of Taxpayer or Preparer

CONTINUED ON BACK

3. LEASED PROPERTY: List all Business Tangible Property leased, rented, borrowed or made available for use as of January 1 (Virginia Code 58.1-3518). Attach a separate sheet if more space is required.

Name of Owner (Lessor)	Address & Phone Number of Owner	Start & End Dates of Lease	Description of Item (ID, Serial, Model or Title Numbers)	Quoted Purchase Price

4. SUB-CONTRACTORS: List below any sub-contractors who work with or for you in Montgomery County.

NAME	ADDRESS	PHONE NUMBER

5. MOTOR VEHICLES USED IN BUSINESS: (more than 50%) All Motor vehicles listed below have been identified from the Virginia Department of Motor Vehicles. All property owned or in your possession is subject to tax. To avoid improper assessment, ensure the information listed below is correct. All changes must be reported to the DMV, and proof of correct information must be attached.

LIST BELOW VEHICLES THAT ARE USED MORE THAN 50% IN BUSINESS

Year	Make	Model	Title Number	Vehicle ID (VIN)	Jurisdiction	Purchase Price	Sold Date

An IFTA form is required for apportioned vehicles

EXAMPLE OF HOW TO CREATE AN ASSET & DISPOSAL LIST

Year Acquired	Description of Item	Original Cost	Item(s) Disposed Of	Year Acquired	Type of Disposal	Year Disposed	Original Cost
2020	Sign	\$6,000.00	Laptop	1999	sold	2024	\$900.00
2020	4 Office Chairs	\$200.00	Desk	2000	donation	2025	\$150.00
SUB TOTAL		\$6,200.00	Bookcase	2018	donation	2025	\$80.00
2023	Laptop	\$1,200.00	Calculator	2021	trash	2025	\$60.00
2023	2 Office Chairs	\$200.00	Desktop Computer	2002	trash	2024	\$600.00
SUB TOTAL		\$1,400.00	Land Line Phone	2000	trash	2024	\$40.00
GRAND TOTAL		\$7,600.00	GRAND TOTAL				\$1,830.00

It is a Class 1 Misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter (Code of Virginia 58.1-11).

MONTGOMERY COUNTY BUSINESS TANGIBLE PROPERTY RETURN INSTRUCTIONS

What is this form? This is your Business Tangible Property declaration on which you are to file all furniture, fixtures, light and heavy equipment, computer equipment or vehicles used in a trade or business. Manufacturing Equipment used in manufacturing, mining, radio or television broadcasting, dry cleaning, commercial laundry or motor vehicle cleaning businesses are to be listed and segregated as a separate class. (VA Code Sec. 58.1-3507)

What should I do with it? Follow the instructions for each box where applicable. You need to provide a complete list of all property used in your business. The list should include the name of the item, acquisition date and cost (even if fully depreciated or expensed off for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition. Google can be very helpful by searching the name of the item and original year purchased.

What happens if I do nothing? If no information is provided, the Commissioner of the Revenue is required by law to assess property based on the best information available, which will result in a tax bill due. This is called a statutory assessment (VA Code Sec. 58.1-3519).

Montgomery County
Brenda H. Winkle
Commissioner of the Revenue
755 Roanoke Street, Suite 1A
Christiansburg, VA 24073

All forms are available online at
montva.com/1/departments-services/commissioner-of-revenue/forms