



County of Buchanan  
Office of Commissioner  
of the Revenue  
Anna Ruth Horn,  
Commissioner  
PO Box 1042  
Grundy, Virginia 24614



**FORM MUST BE FILED BY  
MAY 1, 2024**

<b>TAX YEAR 2024</b>	Filing Deadline
<b>FORM 762 L</b>	May 1, 2024

**2023 – RETURN OF TANGIBLE PERSONAL  
PROPERTY  
*LEASING COMPANIES ONLY***

Owners Name: \_\_\_\_\_

Business Name  
or T/A or DBA: \_\_\_\_\_

Business  
Physical Address: \_\_\_\_\_

Business  
Mailing Address: \_\_\_\_\_

SOCIAL SECURITY # OR FEDERAL I.D. #	MINE INDEX #

PHONE: 276-935-6542 FAX: 276-935-1636

EMAIL: \_\_\_\_\_

**ACCOUNT #**

Location as of 1-1-2024
<input type="checkbox"/> Town of: _____
or
<input type="checkbox"/> County of Buchanan, Virginia

**FOR LEASING COMPANIES ONLY: PLEASE READ INSTURCTIONS CAREFULLY BEFORE**

**A PROPERTY:** Every year, list ALL furnishings, equipment & tools owned on Jan. 1, including all items previously reported (not just new or acquired since last filing).  
*Original Cost:* If property was free or at no cost, you must provide a replacement cost or value.  
*Disposed Items:* If the list of ALL property does NOT include items previously reported on last Year's filing (i.e., disposed of items), then a list of disposed of or no longer owned items must also be provided.

Check here if attaching an itemized list (NOTE: You MUST provide a TOTAL of the original cost of all items listed on your attachment.)

Personal Property Item (s)	Site Name (Grouped by Site) If mining, list Mine Index #	Site Physical Address	Original or Replacement Cost	Disposal Date (if applicable)	Year Acquired

**B. EXPLANATION**(If "zero/0" or no tangible property is listed, explain how you are able to operate a business without it.)

**C. TAXPAYER SIGNATURE & INFORMATION**

The owner must sign this form if completed by a paid preparer. If the business is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. ( Code Va. Sec. 58.1-11)

**DECLARATION:** I declare, under penalty of perjury: (1) that the foregoing information is complete, true and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name (must be legible)

\_\_\_\_\_  
Title or Capacity for Signing (e.g., Owner, VP)

Phone No. of Person Signing: \_\_\_\_\_

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

Date: \_\_\_\_\_

**D. PAID PREPARER SIGNATURE & INFORMATION (if applicable)**

Print Name of Preparer:		Preparer's Phone:	
Paid Preparer's Signature:		Date:	
Preparer's Firm/Address:		Email:	

***INSTRUCTIONS for BUCHANAN COUNTY  
RETURN OF TANGIBLE PERSONAL PROPERTY – LEASING  
COMPANIES ONLY***

- Section 58.1-3518 of the Code of Virginia requires that ALL tangible property *owned, leased, rented, or borrowed* as of January 1 of any year, which was used or available for use in a business/profession and which was located in Buchanan County must be filed on a personal property return. **Do not report just new or recently acquired personal property—you must report ALL personal property on each year's filing including property reported on the prior year's filing if still owned. For each item, you must provide the original cost or value if free to you. Include personal property even if expensed or fully depreciated in company books.**
- If the list of items you are reporting for this year does NOT include items previously reported on last year's filing ( *e.g.*, have been disposed of and not replaced), you must provide a list of the disposed of or no longer owned items.
- Willful failure to file this return is a criminal offense in violation of Section 58.1-3518 of the Code of Virginia. Taxpayers who are required to file a return but who fail to do so will be subject to a statutory assessment.

***Incomplete forms will not be accepted and will be returned to you. A form is considered incomplete for any of the following reasons:***

- The detailed itemized listing or any other supporting documentation is not attached.
- All sections are not completed
- If no assets are reported an explanation must be attached
- Stating "same as last year"
- The form is not signed and dated by the authorized representation