## SAMPLE OF COMPLETED TAX RETURN

General Section, Questions 1–9: Please verify printed data from our records. If data has changed, is incorrect or not included, please correct form. If business and or property has been sold, complete line 9, sign form and return to us with a copy of the sales contract.

Schedule #1: List any leased, loaned or rented equipment belonging to others

in your possession January 1st. Attach additional sheets as necessary.

Taxpayer Signature Block: Be sure to sign and date your return even it someone else prepared and signed the return.

Preparer Signature Block: Be sure to sign and date the return and forward to

the taxpayer for signature and dating.

			PT BY YOU, INCOM		***************************************	***************************************			
	ohn Q. Public		6. Did You File A Tangible Personal Property Return Under Another Name? If Yes, Name and Address?  7. If Business Purchased Last Year, Date?  Former Owner of Business:  N/A  Former Owner's Address:						
Test. # 7	72-567-8000	772-770-5087							
. Actual Ph		(Street Address - NOT PO BOX):							
Data Vous	Began Business in this County	8. Face Amount o		***************************************		arsonal Property			
	00471	00221	at This Location: (DO NOT INCLUDE INVENTORY) \$						
	u. Prom	Accountant					ed Businesser		
	type or oceanicae	9. If Business Sol							
	rel: (Circle as Many as Apply): uring Professional (Service) Ap								
	The state of the s	Return in this County Last Year?	New Owner of	Business:					
	II Yes, Under What Name	and the same of th	New Owner's A	ddress:					
Yes W No	If Yes, Under What Name	and Address?	Were all Assets	s Sold? Ye	es No	Sale Price			
		***************************************		Attach	Copy of Sa	les Contract			
LEASED,	LOANED, AND RENTED E	SCHED Duipment (Please o	ULE#1 OMPLETE IF YOU H	IOLO EQL			HERS.)		
	LOANED, AND RENTED EC	QUIPMENT (PLEASE O	OMPLETE IF YOU'S	IOLO EOL SAN UNILO	JPMENT BEL YEAR OF MFG	ONGING TO OTI			
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288 **	NAME, ADDRESS, AND PHONE NUMB OF CWHEN OR LESSON ABC Lessing Company 100 Main Street Anywhere, USA 56555 of perpey, I declare that I have machine in supplyer, the preparer sign	QUIPMENT (PLEASE OF DESCRIPTION COMPUTER Eq	OMPLETE IF YOU H VI AGO  E	Canadament	YEAR OF STATE OF STAT	PER	RETAIL PISTALLER COST NEW \$3675		
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## TURN FORM OVER: ALL INFORMATION ON BOTH SIDES MUST BE COMPLETED IN FULL TO BE A VALID RETURN!

PARC	EL.# 9000001 0000 DESCRIPTION		AGE	ORIGINAL MSTALLED COST	8	O CHANGED (C)	SE COMONGE	ADJUSTED ORIGINAL INSTALLED COST	EXPLANATION OF ACAUSTED OFFICINAL HISTALLED COST OR REMOVAL	OF CONDITION (SCOOL) (SCOOL) (AVERAGE) (FOOR)	
1	Telephone	01		50	5					Α	10
2	Desk	01		125	9					Α	50
3	Fax Machine	01		249	5					Α '	70
4	1 Z Chairs	01		56 25		C,		25	Disposed of Chair	A	10
5	▶ 1 Z Stools	01		76 50		€		50	Sold Stool	Α .	10
6	Computer	02		849	9					G .	500
7	Printer	02		189	П		ĸ		Now Leasing-Sold	G	75
8	Modern	02		80	5					Ø	60
9	Printer Table	00		120	5					G	100
10	Supplies			890 500		C		500	Supply Correction		500
	Desk	07	1	400					New	G	400
	Chair	07	1	na .					New	G	110
	Bookcase	02	1	212					Not Keflected on Schedule	A	100
	Lampe(2)	03	1	76	T				Not Reflected on Schedule	- 9	25

SCHEDULE #2: If you filed a personal property tax return last year, schedule #2 will reflect the "Description", Year Purchased", and "Original Installed Cost" of each item in our records. Please verify each asset or group of assets in the following manner:

- ◆ If you still have the asset listed, place an "S" in the column marked "Same (S)"
- Place a "C" in the column marked "Changed (C)" if the original installed cost of the asset or group of assets has changed. For example, if a group of assets were reported at one cost and a portion of the assets were sold or otherwise disposed of during the prior year, place a "C" in the appropriate column and record the adjusted original installed cost in the column marked "Adjusted Original Installed Cost".
- ◆ Place an "R" in the column marked "Removed R" if the asset or group of assets were completely disposed of prior to January 1st.
   ◆ In the last column, please explain any "C" or "R" entry. Attach additional sheets
- as necessary.
- Enter taxpayer's estimate of condition and fair market value in the appropriate column. Please provide any documentation supporting your estimate of value
- that will be submitted in future administrative or civil hearings.

   Enter description, year purchased and original cost of any assets not listed on
- Enter description, year purchased and original cost of any assets purchased or acquired since your last filed return.

## FINAL INSTRUCTIONS

- Please verify location and mailing address.
- ◆ Please verify all preprinted information on lines 1-9 and add information as appropriate.
- Attach any additional schedules or supplemental information to return.
- Sign return and postmark by April 1 to avoid penalties.