

1968

PERSONAL PROPERTY TAX RETURN

1968

For the fiscal year beginning July 1, 1967 and ending June 30, 1968

AUDITED
By -----
Date -----

IMPORTANT Before Preparing Return.
Read Instructions on Last Page Carefully.

Check One

- Individual
- Corporation
- Partnership

F. B. -----
Index -----

Name -----
(See specific instructions 4. Print plainly)

Trading as -----
Special Mailing Address ----- Zip Code -----
(Do not use this line unless necessary)

Kind of business or profession: -----

Principal D. C. Business Address -----
(Name of building) (Room number) Zip Code -----
(Number and street)

Your Social Security Number	SEE INSTRUCTION H	Federal Employer Identification Number

List all District of Columbia addresses where tangible personal property, owned by you, is located:

If address changed since July 1, 1966, give former address: -----

If business acquired since July 1, 1966, give name of former owner(s): -----

Date business started in District of Columbia: -----

Insurance coverage on July 1, 1967 on tangible personal property: Merchandise \$ ----- Office and Business Furniture and Equipment \$ -----
(Name of insurance company)

IMPORTANT: Do you have in your possession or control tangible personal property belonging to others?
Answer Yes ----- or No ----- (If yes, attach a memorandum or letter showing **CONSIGNED MERCHANDISE, LEASED EQUIPMENT** and/or other property in your possession or control and the names and addresses of the owners).

Are there other companies doing business from your address under lease, sublease or concession? Answer Yes ----- or No ----- (If yes, attach a memorandum or letter giving the names of such parties).

	FULL AND TRUE VALUE	DO NOT USE THIS COLUMN
Total of tangible personal property (from page 2—item II)		
20% PENALTY FOR FAILURE TO FILE DURING MONTH OF JULY 1967		
DO NOT ENCLOSE CHECK WITH RETURN	\$ -----	

DECLARATION (SEE INSTRUCTIONS E)

I/we declare under the penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me/us, and to the best of my/our knowledge and belief is a true, correct, and complete return of all tangible personal property owned, held or under my/our control on the tax date subject to taxation, and that I/we have correctly stated the full and true value thereof.

----- (Date) ----- (Signature)
----- (Address of person signing declaration)

ASSISTANCE IN PREPARATION OF RETURN

If any person who is not a full-time employee of the taxpayer prepared this return, or assisted in its preparation, give name and address of such person.

----- (Date)

SCHEDULE OF PROPERTY USED IN BUSINESS OR PROFESSION

EACH ITEM BELOW MUST BE FILLED OUT BY EITHER SHOWING VALUE THEREOF OR INSERTING THE WORD "NONE".	FULL AND TRUE VALUE	DO NOT USE THIS COLUMN
1. Merchandise or stock in trade (including consigned goods and goods in storage) (average of column 4 shown in Schedule A) _____	\$ _____	
2. Furniture and fixtures _____ Machinery and equipment _____ See Instruction 2, Page 4	} Total of Item 2 \$ _____ EXPLAIN IN SCHEDULE "C"	
2a. Supplies and raw materials (Explain in Schedule B) _____		
5. Unregistered equipment. (Explain in Schedule C) _____		
6. Railroad cars, engines, boats, dredges, barges, aircraft, etc. (Explain in Schedule C) _____		
7. Furniture, furnishings and equipment of hotels, apartments, schools, hospitals, sanitariums, rooming and boarding houses and/or private dwellings which are rented furnished as a complete unit or as individual rooms or apartments. (Explain in Schedule C) Number of rooms _____		
8. Books and periodicals of libraries. See general instruction (A) (Explain in Schedule C or separate schedule) _____		
10. Other tangible property not listed above. (Explain in Schedule C or separate schedule) _____		
11. TOTAL VALUE OF ALL OF ABOVE ITEMS (Enter as Total on Page 1) _____	\$ _____	

SCHEDULE "A"—Merchandise or Stock in Trade. Include consigned merchandise and merchandise in storage. This schedule must be completed. Indicate physical inventories by "P".

See specific instructions 3.

MONTHS	(1) COST OF PURCHASES DURING MONTH	(2) MERCHANDISE SOLD DURING MONTH (SALES)	(3) COST OF MERCHANDISE SOLD DURING MONTH	(4) COST OF INVENTORY AT CLOSE OF MONTH
July, 1966				\$ _____
August				
September				
October				
November				
December				
January, 1967				
February				
March				
April				
May				
June				
TOTAL OF COLUMN 4 _____				\$ _____
AVERAGE INVENTORY OF COLUMN 4 _____				\$ _____
ANY DEDUCTIONS EXPLAIN FULLY _____				\$ _____
NET AVERAGE INVENTORY _____				\$ _____

- State calendar or fiscal year gross profit percentage applicable to this return _____ %
 - Method of computing inventories _____
 lower of cost of market ; LIFO ; other ? If other, attach explanation.
 - Was inventory valued at cost ;
 - Have write-downs been made to inventory? Yes No . If "Yes," attach explanation.
 - Was the inventory verified by physical count during the year? Yes No . If "No," attach explanation of how the closing inventory was determined.
 - Was there any substantial change in the manner of determining quantities, costs or valuations between the opening and closing of inventories? Yes No . If "Yes," attach explanation.
- NOTE: If a direct answer cannot be given to a question, attach explanation.

INSTRUCTIONS FOR FORM FP 31

DISTRICT OF COLUMBIA PERSONAL PROPERTY TAX RETURN

General Instructions

A—WHO MUST MAKE A RETURN. Every person, association, corporation, firm, company, executor, administrator, guardian, receiver, trustee and other person owning or holding in trust or otherwise any tangible personal property located or having a taxable situs in the District of Columbia and used in a trade or business must make a return unless the owner has been exempted. Organizations are required to establish their right to exemption. If exemption is claimed as a library, charitable or scientific institution not conducted for private gain, or of a library of a nonprofit organization not held for sale or rent and not held for use or used in any trade or business, application in writing must be filed with and be approved by the FINANCE OFFICE, D. C.

A "trade or business" includes the engaging in or carrying on of any trade, business, profession, vocation, calling, rental of property, commercial activity, and any other activity carried on or engaged in for livelihood or profit.

B—FILING OF RETURNS. Returns of Personal Property are required to be filed during the month of July of each year. MAIL OR BRING RETURNS TO THE PROPERTY TAX DIVISION, ROOM 2149, Municipal Center, 300 Indiana Ave., N.W., ON OR BEFORE JULY 31st. Assistance and information may also be obtained at this office. All tangible personal property subject to taxation must be reported at its full and true value as of July 1st of the tax year, except that merchants are required to report their average stock in trade (including consigned merchandise) for the preceding fiscal year. Returns must state character of taxpayer, i. e. individual, partnership, corporation, etc.

C—PAYMENT OF TAX. Payment may be made in cash at the Treasury Division, Room 1140, Municipal Center (300 Indiana Avenue, N. W.), or by check or money order payable to the D. C. Treasurer. Payments may be made in full upon receipt of Statement of Taxes due, or in two equal installments during the months of September and March of the fiscal year for which return is filed.

D—PENALTIES: SEVERE PENALTIES ARE PROVIDED BY LAW FOR FAILURE TO FILE A REQUIRED RETURN FOR LATE FILING, AND FOR THE FILING OF A FALSE OR FRAUDULENT RETURN. A \$5.00 PENALTY WILL BE IMPOSED IF A CHECK ACCEPTED FOR PAYMENT IS NOT HONORED BY YOUR BANK.

E—DECLARATION. The declaration at the bottom of page one must be signed by the taxpayer. The law requires that the statement shall be signed by the person, association, corporation, firm, company, executor, administrator, guardian or trustee making it.

F—Explanations and additions may be made by attaching a memorandum or letter, and will be treated as part of this return.

G—All blank spaces calling for information must be filled out. If there is nothing to report as to any items, the word "none" should be written in such blank spaces.

Contact the Property Tax Division, 629-3195, for information required to be submitted.

H—Efficient processing of D. C. Tax Returns requires the assignment of a permanent identifying number for every taxable entity. For this purpose it has been decided to use the Federal employer identification number for every entity which has such a number. If no such number has been assigned, the social security account number of the taxpayer must be used. Please enter the appropriate number in the block provided on page 1.

Specific Instructions

1—FURNITURE, FURNISHINGS AND EQUIPMENT in furnished rented rooms, apartments and houses, estate property and property in storage which is held for sale or rent or held for use or used in any trade or business as defined in General Instruction "A" above, are taxable and must be reported in Item 7, Page 2.

2—FURNITURE AND FIXTURES, MACHINERY AND EQUIPMENT and all other depreciable tangible property which is held for use, or used in any trade, business or profession (including special equipment mounted on a vehicle or trailer and not used primarily for the transportation of persons or property) must be reported under the proper classification. The costs as reported must be consistent with books of the taxpayer. See Footnotes to Schedule C. Difference must be fully explained in separate schedule and made a part of this return.

3—MERCHANDISE AND STOCK IN TRADE. Schedule "A" must be completed. Monthly physical inventories, if taken, shall be reported. If physical inventories for all months are not available, such physical inventories as are available shall be reported; and book or computed inventories shall be reported for other months. Physical inventories shall be identified by the letter "P".

If any deductions are claimed, an explanation of the determination of such deductions shall be given on a separate sheet attached to the return.

Inventories shall be on the basis of cost. (Freight, drayage and other incidental items of cost shall be included in cost.)

Consigned merchandise and merchandise in storage shall be included in reported inventories. **For information purposes only** merchandise consigned by the taxpayer and not included in Schedule "A" shall be reported by the taxpayer, together with the names and the addresses of consignees and the average value of merchandise consigned to each consignee.

4—OWNER. State whether individual, partnership, corporation, etc. If trade name is used, give names of all owners, followed by words, "trading as" and trade name.

5—UNREGISTERED EQUIPMENT. Unregistered motor Vehicles and Trailers must be reported in item 5, page 2. Motor vehicles (new and used, including vehicles taken in trade and vehicles repossessed) constitute stock in trade and must be included in Schedule "A".

6—BOATS. Held for sale or rent or used in a trade or business (as defined in General Instruction "A") are taxable and must be reported in schedule "C". Merchants and dealers in boats must report their inventories in schedule "A".

SCHEDULE OF PROPERTY USED IN BUSINESS OR PROFESSION

1968—PAGE 2

EACH ITEM BELOW MUST BE FILLED OUT BY EITHER SHOWING VALUE THEREOF OR INSERTING THE WORD "NONE".	FULL AND TRUE VALUE	DO NOT USE THIS COLUMN
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2. Furniture and fixtures ----- Machinery and equipment ----- See Instruction 2, Page 4 -----	} Total of Item 2 \$ ----- EXPLAIN IN SCHEDULE "C"	
2a. Supplies and raw materials (Explain in Schedule B) -----		
5. Unregistered equipment. (Explain in Schedule C) -----		
6. Railroad cars, engines, boats, dredges, barges, aircraft, etc. (Explain in Schedule C) -----		
7. Furniture, furnishings and equipment of hotels, apartments, schools, hospitals, sanitariums, rooming and boarding houses and/or private dwellings which are rented furnished as a complete unit or as individual rooms or apartments. (Explain in Schedule (C) ----- Number of rooms -----		
8. Books and periodicals of libraries. See general instruction (A) (Explain in Schedule C or separate schedule) -----		
10. Other tangible property not listed above. (Explain in Schedule C or separate schedule) -----		
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TOTAL OF COLUMN 4 -----				\$ -----
AVERAGE INVENTORY OF COLUMN 4 -----				\$ -----
ANY DEDUCTIONS EXPLAIN FULLY -----				\$ -----
NET AVERAGE INVENTORY -----				\$ -----

- State calendar or fiscal year gross profit percentage applicable to this return ----- %
 - Method of computing inventories -----
lower of cost of market ; LIFO ; other ? If other, attach explanation.
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W-5