OFFICE OF COMMISSIONER OF THE REVENUE P. O. BOX 7 CHARLES CITY, VA 23030-0007

ADDRESS SERVICE REQUESTED



Phone: (804) 652-2161 Fax: (804) 829-6228

Website: www.co.charles-city.va.us E-mail: dsmith@co.charles-city.va.us

2022 COUNTY OF CHARLES CITY, <u>VIRGINIA</u> 2022 REGISTRATION & BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY MACHINERY & TOOLS & MERCHANTS CAPITAL

TAXP	AYER NAME 1_					
TAXP	AYER NAME 2_ AVER ADDRESS	1				
TAXP	AYER ADDRESS	2				
TAXP	AYER ADDRESS	3				
					1	
List	personal prop	erty owned by you on	January 1	OK S	SSN2 located in	 Charles City
Count	y. This return	erty owned by you on n will be used to pre ete, sign and return t	pare your	personal pro	perty tax	assessment for
2022. 2022.	Please comple	ete, sign and return i	this form w	ntn deprecia	ition schea	ules by May 2,
		FAILURE TO FILE	BY MAY	2, 2022,	10% OF	TAX DUE
			Date	Original	Change	Explanation
Year	Make/Model	Vehicle/Item ID No	Acquired	Cost	Date	of Change
<u></u>						
					-	
			_			
ANY	REMOVAL OF	AN ITEM LISTING F	ROM PRIC	OR YEAR M	UST HAVE	FULL
		R REMOVAL(COMPL				
	E AND NEW L			,		
Plea	se attach an i	itemized schedule formation on this return is co				
	Sign	ature of Taxpayer			Date	
Name of person preparing form				Phone		

PLEASE NOTE ADDITIONAL INFORMATION ON BACK OF FORM

2022 PERSONAL PROPERTY TAX INFORMATION

1. Personal property taxes are those taxes assessed by the Commissioner of the Revenue for vehicles (includes autos, trucks, motorcycles and utility trailers), recreational vehicles, boats, aircraft, mobile homes, and leased vehicles, as well as any business furniture, fixtures, equipment and machinery & tools used in the manufacturing/mining process owned as of January 1, 2022.

I am a new business in Charles City County. How do I register with the county?

2. All vehicles should be registered with the Virginia Department of Motor Vehicles (DMV) showing Charles City as the <u>GARAGE JURISDICTION prior</u> to notifying the Commissioner of the Revenue's Office. Vehicles can be registered by either emailing a <u>Vehicle Registration & Return of Tangible Personal Property Form to <u>dsmith@co.charles-city.va.us</u>, mailing the personal property form (found on county website) to P. O. Box 7, Charles City, VA 23030, faxing a copy of the form to (804) 829-6228 or by visiting our office.</u>

I am planning to dispose of or relocation (move) my vehicle. What do I need to do?

3. Virginia DMV requires notification within 30 days of selling, trading, junking, disposed etc. a vehicle by contacting DMV Customer Service at (804) 497-7100, change online at www.dmv.virginia.gov, or completing the back portion of the vehicle registration form and mailing to DMV, P. O. Box 27412, Richmond, VA 28269. Once DMV has been notified, you are required to notify the Commissioner of the Revenue Office via telephone, fax, mail, or email. Please include your phone number.

If you trade, sell or purchase a vehicle after January 1, you will be <u>taxed only on the vehicles you owned as of January 1</u>. Any change made during the year will be reflected in the following year and our office should be notified of the change in addition to notifying DMV.

It is also important to notify **Virginia Department of Game and Inland Fisheries** if you have **sold your boat or moved to another jurisdiction <u>prior</u> to contacting** the Commissioner of the Revenue's Office. You can contact them by phone 1 (866) 721-6911, fax (804) 367-1064, email: <u>boat-reg@dgif.virginia.gov</u>, or mail: P.O. Box 90778, Henrico, VA 23228-0778.

FILING BY EXCEPTION

The county has adopted the "File by Exception" procedure effective January 1, 2007. If you have <u>not</u> changed vehicles, purchased a new vehicle, boat, trailer, motorcycle or any other item or disposed of a vehicle/item or had a change of address, you are no longer required to file a return every year by May 2, 2022. Forms will be mailed to you with the vehicles/items on file. If you have any changes please update the forms and provide the explanation in the comment section.

Vehicles and all business property are <u>taxable</u> where they are garaged, parked or stored, regardless of where the owner resides or receives mail.

If there has been a change of address or any other information regarding your tax billing status, please contact the Commissioner of the Revenue's Office at (804) 652-2161.