



FREDERICK COUNTY, VIRGINIA
 P.O. Box 552, Winchester VA 22604-0552
 Phone: 540-722-8324 Fax: 540-667-6487
www.fcva.us/cor
www.fcva.us/persprop

**** OFFICE USE ONLY ****
 Date FC Record Updated: _____
 Initials: _____

PERSONAL PROPERTY ACCOUNT - ADD/REMOVE VEHICLE REGISTRATION

USE THIS FORM TO "REGISTER A NEW VEHICLE" IF YOU: Purchased or acquired personal property OR just moved into Frederick County. You, the taxpayer, must file or "report" to the Commissioner of the Revenue your personal property (automobiles, trucks, motorcycles, etc.) within 60 days of your purchase, acquisition, or move-in. Do not rely on dealers or other agencies (e.g., DMV) to report it. A 10% penalty of the tax may be assessed for any non-filing or late filing by the taxpayer of personal property. See our website for more info on billing cycle, PPTRA, tax rates, proration etc.

USE THIS FORM TO "REMOVE A VEHICLE" IF YOU: Sold, traded in, junked, or otherwise disposed of a vehicle OR moved out of Frederick County to another locality in the Commonwealth of Virginia (e.g., City of Winchester, Warren County) or another State (e.g., Maryland, Pennsylvania, Florida).

DO NOT USE THIS FORM IF YOU ARE: Moving To Another Location Here in Frederick County
 If your vehicle is currently registered to and remaining in Frederick County with your move, please use our printable form "Personal Property Account (Vehicle) Change of Address."

REQUEST TO ADD OR REGISTER A VEHICLE

Specify resident status:

- Current Resident (personal property/vehicle account exists with Frederick County)
 Account No(s). (if known): _____
 Date vehicle purchased/acquired or began garaging in Frederick County: _____
- New Resident
 Date moved in: _____ Prior Virginia Locality or State: _____
 - If moving in from outside of the Commonwealth of Virginia, you will first need to register your personal property (vehicles) with the Virginia Department of Motor Vehicles (DMV).
 - If moving in from another locality (County or City) within the Commonwealth of Virginia, you will first need to call DMV at 804.497.7100 to provide a DMV agent with your "Move Date," new address, and the new "Garage Jurisdiction" of Frederick County so that we can import DMV's updated record into our system. Also, report the move-out of your personal property to your former local jurisdictional government.

Name and Address -- Enter exactly as listed with DMV.

Primary Name on Account (Last, First, Middle):	Phone:	Social Security No. or EIN:	Address:
Address is [check one]: <input type="checkbox"/> Residence/Home Address (where you actually live) <input type="checkbox"/> Mailing Address (where you receive your mail) <input type="checkbox"/> Vehicle Location Address (location where vehicle is garaged or stored IF NOT AT RESIDENCE)			
If applicable, Co-Owner on Account (Last, First, Middle):	Phone:	Social Security No. or EIN:	Address: <input type="checkbox"/> If same as above, check here and continue to next section
Address is [check one]: <input type="checkbox"/> Residence/Home Address (where you actually live) <input type="checkbox"/> Mailing Address (where you receive your mail) <input type="checkbox"/> Vehicle Location Address (location where vehicle is garaged or stored IF NOT AT RESIDENCE)			

Vehicle 1 Information

Vehicle Type [check one]:	<input type="checkbox"/> Car/Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> Airplane	Year:	
Make:	Model:	Gross Wgt:	VIN:
Legal State of Residence:	License Plate #:	Vehicle Use [see info below]: <input type="checkbox"/> Business <input type="checkbox"/> Personal	

Vehicle 2 Information

Vehicle Type [check one]:	<input type="checkbox"/> Car/Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> Airplane	Year:	
Make:	Model:	Gross Wgt:	VIN:
Legal State of Residence:	License Plate #:	Vehicle Use [see info below]: <input type="checkbox"/> Business <input type="checkbox"/> Personal	

A "business use" vehicle is one that is used over 50% of the time for business purposes or a vehicle for which a business vehicle tax deduction (depreciation and other expenses) has been claimed on the federal income tax return of a business or individual by the filing of a Schedule C - Form 1040/Profit or Loss from Business, a Form 2106 - Employee Business Expenses, or a Form 4562 - Depreciation and Amortization Schedule. A business vehicle does not qualify for Personal Property Tax Relief (PPTRA) by State law. More information on determining whether a vehicle is used for business or nonbusiness purposes can be found on DMV's website at <http://www.dmv.state.va.us/webdoc/general/pptr/nonbusiness.asp>.

PERSONAL PROPERTY ACCOUNT - VEHICLE REGISTRATION (cont'd)

REQUEST TO REMOVE A VEHICLE

Specify resident status:

- Current Resident**
- Please call VA DMV at 804.497.7100 to provide a DMV agent with your "Disposition Date" (the date your vehicle was sold, traded, junked or otherwise disposed of) as the Commissioner's records must match DMV records. We CANNOT remove the vehicle until you do this.
- Former Resident**
- New Resident State or Virginia Locality:** _____
- If moving to a new locality in Virginia (such as Warren County), please call VA DMV at 804.497.7100 to provide a DMV agent with your "Move Date," new address, and updated "Garage Jurisdiction" (such as Warren County) as the Commissioner's records must match DMV records. Also, report/register the move-in of your personal property with your new local jurisdictional government since we will need to confirm when that locality is "picking up" the new vehicle. We CANNOT remove the vehicle until you do this.
 - If moving out of State, you will need to either call VA DMV at 804.497.7100 to provide a DMV agent with your "Move Date," new address, and updated "Garage Jurisdiction" (i.e., new State of residence) or provide us a copy of your vehicle registration in that State.

Name and Address -- Enter exactly as listed with DMV.

Primary Name on Account (Last, First, Middle):	Phone:	Social Security No. or EIN:	Address:
If applicable, Co-Owner on Account (Last, First, Middle):	Phone:	Social Security No. or EIN:	

Vehicle 1 Information

Personal Property Account Number, if known:		Date vehicle sold, traded, junked or otherwise disposed of OR Date moved:	
Vehicle Type [check one]:	<input type="checkbox"/> Car/Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> Airplane		
Year:			
Make:	Model:	License Plate #:	VIN:

Vehicle 2 Information

Personal Property Account Number, if known:		Date vehicle sold, traded, junked or otherwise disposed of OR Date moved:	
Vehicle Type [check one]:	<input type="checkbox"/> Car/Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> Airplane		
Year:			
Make:	Model:	License Plate #:	VIN:

Vehicle 3 Information

Personal Property Account Number, if known:		Date vehicle sold, traded, junked or otherwise disposed of OR Date moved:	
Vehicle Type [check one]:	<input type="checkbox"/> Car/Truck <input type="checkbox"/> Motorcycle <input type="checkbox"/> Trailer <input type="checkbox"/> Mobile Home <input type="checkbox"/> Airplane		
Year:			
Make:	Model:	License Plate #:	VIN:

CERTIFICATION/SIGNATURE

The owner(s) must sign/submit this notification request. If the owner is a business entity such as a trust, partnership, limited liability company, or corporation, it must be signed/submitted by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign/submit. *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)

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.

Owner OR

If Business, Title: _____

Signature Print Name (e.g., President, VP etc.) Date

Co-Owner

Additional Signature Print Name Date

Your Request to Add/Remove A Vehicle is subject to review by the Commissioner of the Revenue. Further action may be required on your part before the Commissioner's office can proceed.