

Frederick County, Virginia  
**Seth T. Thatcher, COMMISSIONER OF THE REVENUE**

Email: [sthatche@fcva.us](mailto:sthatche@fcva.us)

Physical: 107 North Kent Street, Winchester VA 22601

Mailing: PO Box 552, Winchester VA 22604

Phone: 540-722-8324 Fax: 540-667-6487

Email: [msims@fcva.us](mailto:msims@fcva.us)

[www.fcva.us/cor](http://www.fcva.us/cor) • [www.fcva.us/persprop](http://www.fcva.us/persprop)



## REPORTING PERSONAL PROPERTY TO THE COMMISSIONER OF THE REVENUE (COR)

Just Move into Frederick County?  
 Purchase or Acquire a New Vehicle?  
 Sell, Junk, Trade, or Otherwise Dispose of a Vehicle?  
 Applying for High Mileage?  
 Moving Out of Your Current Location?

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### APPLYING FOR HIGH MILEAGE DEDUCTION ON YOUR PASSENGER VEHICLE?

Minimum mileage required for your vehicle for that year must be reached prior to February 15th in order for the adjustment to be made for that tax year.

Please apply ANNUALLY to COR before February 15.

<b>STEP 1</b>	Print out & complete "High Mileage Application" form on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> and obtain high mileage documentation (inspection, oil change etc. dated before February 15 <sup>th</sup> ).
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Mail documents to COR at above address.</li> <li><b>OR</b> • Appear in person at COR with documentation.</li> </ul>

*[see reverse side for additional information]*

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**PURCHASE OR ACQUIRE A VEHICLE? JUST MOVE INTO FREDERICK COUNTY?**

You have **60 DAYS** to file/report personal property to the Commissioner of Revenue (COR).

<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of DMV registered property or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> . DMV records should indicate a "Garage Jurisdiction" of Frederick County for your vehicles.
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Call COR at 540-722-8324.</li> </ul> <b>OR</b> • Appear in person at COR with documents. <b>OR</b> • Complete online "Add/Remove Vehicle Registration" on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> .
<b>STEP 3</b>	File appropriate Return of Tangible Personal Property (Forms 762, 762A, 762H, 762T etc.).

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**SELL, JUNK, TRADE, OR OTHERWISE DISPOSE OF A VEHICLE?**

You need to file or report this to COR.

<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of DMV of disposed of property or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> . DMV records should reflect a "Disposal Date" with the date property was sold, junked, traded, or otherwise disposed of.
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**MOVING? You need to file or report this to COR.**

	Moving within Frederick County? (e.g., from Gore to Cross Junction)	Moving to another VA locality? (e.g., to Warren County)	Moving out of State? (e.g., to Pennsylvania)
<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of the new address for the DMV registered property and a "Move Date" or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> .		
<b>STEP 2</b>	[proceed to Step 3]	Call your new locality's jurisdictional government and register your personal property.	Register your personal property with that State's DMV and, if applicable, with your local jurisdictional government.
<b>STEP 3</b>	<ul style="list-style-type: none"> <li>• Call COR at 540-722-8324.</li> </ul> <b>OR</b> • Appear in person at COR. <b>OR</b> • Complete "Change Address" form available on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> .		

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