FORM 762 (REV. 12/19)	Year: 2020

FILING DEADLINE:
FEBRUARY 15
(or first business day thereafter)

FREDERICK COUNTY, VIRGINIA
Seth T. Thatcher, Commissioner of the Revenue
P.O. Box 552, Winchester VA 22604-0552
Phone: 540-722-8324 *Fax*: 540-667-6487
www.fcva.us/cor www.fcva.us/persprop
Email: msims@fcva.us

RETURN OF TANGIBLE PERSONAL PROPERTY - Heavy-Weight Vehicles and Trailers

Owners must file this return ONLY if items listed below have *changed* or *need to be removed*, or if additional items need to be *added* that have not been previously taxed. *If no change, removal, or addition, you do NOT need to return.*

Name: _____
Address: _____
_____
_____

	Taxpayer	*Spouse (if jointly owned)*
SSN or FEIN:	_____	_____
PHONE:	_____	_____

- **Owners must file this return ONLY if items listed below have changed or need to be removed, or if additional items need to be added that have not been previously taxed. If no change, removal, or addition, you do NOT need to return.**
- **ONLY heavy-weight vehicles (heavy-weight or exceeding 7,500 lbs. but not in excess of 10,000 lbs. and not for personal use/not reclassified by DMV) and heavy-weight trailers (exceeding 10,000) that were owned on January 1 or purchased thereafter are shown below.**
- **Please *review (correct, add, remove items)*, *sign* & *return* by February 15th (or first business day after) to above address.**
- **All newly-purchased or moved-in property must be filed within 60 days of purchase or move-in.**
- **For sold vehicles or trailers, please call DMV at 804.497.7100 to notify the agent of the disposed of property or go to www.dmvnow.com. Since we must match DMV records, the records need to indicate a "Disposal Date" with the date vehicle was sold, junked, traded or otherwise disposed of.**

Check here if moved into ☐ or out of ☐ Frederick County within the last year, and enter date: _____

Class	Year	Make	Identification No.	Model	Length	Date Acquired	Date Sold (if applicable)

CERTIFICATION

The owner(s) must sign and date this form. If the owner is an entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. 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.

Signature	Print Name	Title or Capacity for Signing	Date

Email Address*: _____
*for purpose of sending due date reminders, COR annual newsletter, other COR communications etc.

Additional Signature (if joint owner)	Print Name	Date

*** * Please see reverse side for additional information * ***

* * * IMPORTANT INSTRUCTIONS – PLEASE READ * * *

Tangible Personal Property Tax Return

Section 58.1-3518 of the Code of Virginia, as amended, requires that all personal property owned as of January 1 of any year be filed on a personal property tax return **if not previously reported**. *All newly purchased or moved in property must be filed* ***by the taxpayer*** *within 60 days thereof.* Returns for mobile homes and airplanes are required to be filed **ANNUALLY** even if the same as prior year per the VA Code. Personal Property assessments are made based on a recognized pricing guide or by a percent or percentages of the original cost. In addition, every taxpayer who owns, leases, rents, or borrows tangible personal property (non-vehicle assets such as equipment, tools & machinery) which was used or available for use in a business or profession and which was located in Frederick County on January 1 is required to report such property on the appropriate form (see list below) **ANNUALLY**.

Penalty

A 10% or $2.00 minimum late filing penalty will be imposed if personal property is not filed by the taxpayer within 60 days of its purchase or move in.

Appeals

Section 58.1-3983.1 of the Code of Virginia states that any person assessed with any local mobile property tax or local business tax may appeal such assessment. The Application For Review – Vehicles Only and Application for Review – Local Business Taxes Only appeal forms are available on the Commissioner of the Revenue's website at www.fcva.us/cor. Any evidence supporting the appeal must be presented to the Commissioner or staff personnel. Call 540-722-8324 for appeal procedures.

Truckers

If you travel in interstate commerce, you must file with the Commissioner's office by MARCH 1 (or first business day thereafter) your four (4) consecutive quarters of IFTA reports for apportionment.

Forms

TANGIBLE PERSONAL PROPERTY	TYPE OF FORM
Vehicles, Trucks, Trailers, Boats, Motor Homes	**Form 762**
Airplanes	**Form 762A**
Mobile Homes	**Form 762H**
Business Equipment	**Form 762B**
Business Equipment – Leasing Companies	**Form 762L**
Business Equipment – Outdoor Advertising	**Form 762S**
Machinery & Tools (used in the manufacturing process that is owned, leased, rented or borrowed)*	**Form 762M**
Processors (used by processors that is owned, leased, rented or borrowed)*	**Form 762P**
Big Trucks/Trailers	**Form 762T**

Proration

If personal property is purchased after January 1, and the item is owned for more than 15 days in the month, the taxes are calculated as if the item was owned for a full month. If you sell or dispose of a motor vehicle, trailer, boat, or mobile home, please go online to Registration to Add/Remove Vehicle or complete a Request for Refund/Prorated Assessment Form and return it to the Commissioner of the Revenue so that you may receive a credit or refund of taxes for that portion of the remaining year. On DMV registered items, the jurisdictional disposal or residency address must be changed or the item will be taxed here when we match records with DMV. No refund of less than $5.00 by the Treasurer shall be issued unless specifically requested by the taxpayer. Forms and online programs are available at www.fcva.us/cor.

PPTRA

The Personal Property Tax Relief Act of 1998 provides tax relief for passenger cars, motorcycles, and pickup or panel trucks having a registered gross weight of less than 7,501 lbs. or having a gross weight exceeding 7,500 lbs. but not in excess of 10,000 lbs. for personal use (not business) and reclassified by DMV. To qualify, a vehicle must: (a) be owned by an individual or leased by an individual under a contract requiring the individual to pay the personal property tax; AND (b) be used 50% or less for business purposes. Motor homes, trailers, and farm use vehicles do not qualify for tax relief per state regulations.

Billing

Please call the Treasurer at 540-665-5607 for questions on payments, balances, penalties, or past due notices.

Business Use

Passenger type vehicles with 50% or more business use must be reported separately to the Commissioner of the Revenue.

Residents of Middletown and Stephens City

Middletown & Stephens City residents are no longer required to file a Personal Property Return with Frederick County Commissioner of the Revenue if items have not changed from the previous year. Decals are purchased from the respective town offices. If you have property not previously reported, see your Town's 30-day rules. Please check with your Town officials if you have questions.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:	
Office of the Commissioner of the Revenue *Mailing Address:* PO Box 552, Winchester VA 22604-0552 *Physical Address:* 107 North Kent Street, Winchester VA 22601	*Telephone:* 540-722-8324 *Fax:* 540-667-6487 *Website:* www.fcva.us/cor