Business Tax
703.746.3903
FAX 703.519.3418

Personal Property Tax
703.746.3995
FAX 703.706.3996

DEPARTMENT OF FINANCE
Revenue Division
P.O. Box 178, Alexandria, Virginia 22313
alexandriava.gov/revenue

Tax Services & Enforcement
703.746.3909
FAX 703.548.6065

Tax Audit, Research & Analysis
703.746.3903
FAX 703.548.6065

# APPLICATION FOR CITY VEHICLE LICENSE AND RETURN OF TANGIBLE PERSONAL PROPERTY

INSTRUCTIONS: Every person who owns or holds a motor vehicle, boat or trailer in Alexandria on or after January 1 each year, or who sells, trades or otherwise disposes of such property previously reported must complete this form. Please file this form with the Revenue Division within 30 days of acquiring a vehicle, or moving into Alexandria with a vehicle, or disposing of a vehicle.

Last Name | First Name | Middle Initial | (Trade Name, if Business)

Name of Co-Owner, if applicable

Street Address | City | State | Zip

Telephone (Home) | Telephone (Work) | Email Address

Social Security No. (Federal I.D. if Business) | Co-Owner's SSN

**Please complete the applicable section below and sign the declaration**

## VEHICLE ACQUIRED OR BROUGHT INTO ALEXANDRIA

**Vehicle** (car, truck, motorcycle, motor home, etc.):

Make | Year | Model | Body Style

Number of Cylinders | Gross Shipping Weight | Base Price

Month: | Day: | Year:

Vehicle Identification Number | Date Acquired or Brought into Alexandria

**Trailer** (house, boat, camper, utility, etc.):

Trade Name | Year | Type | Identification Number | Gross Weight

Month: | Day: | Year:

Cost | Date Acquired or Brought into Alexandria

If in active military service, are you a legal resident of Alexandria, Virginia?

Yes ☐ No ☐ If no, please alexandriava.gov/cartax or call 703.746.3901 for further information.

## VEHICLE TAX RELIEF CERTIFICATION

**Effective January 1, 2003, vehicle owners must certify the use of a vehicle to be either personal or business on an annual basis. Failure to certify qualifying vehicles for tax relief provided by the Personal Property "Tax" Relief Act of 1998 will result in the loss of the tax reduction on your tax bill.**

Vehicle is used more than 50% for business purposes ☐

Vehicle is used less than 50% for business purposes ☐

Vehicle is used for personal use only ☐

I certify that unless otherwise indicated as business use, the vehicle(s) listed herein is for personal use.

Signature of Taxpayer

## DISPOSAL OF PREVIOUSLY REPORTED VEHICLE

**Vehicle** (car, truck, motorcycle, motor home, etc.):

| Make | Year | Model | Vehicle Identification Number |
|---|---|---|---|
| | | | Month: Day: Year: |
| City Vehicle License Decal Number | | | Disposal Date |

**Trailer** (house, boat, camper, utility, etc.):

| Trade Name | Year | Type | Identification Number | Gross Weight |
|---|---|---|---|---|
| | | | Month: Day: Year: | |
| Cost | | | Disposal Date | |

## DECLARATION

I declare that the statements and figures herein are true, complete and correct to the best of my knowledge and belief. NOTE: It is a misdemeanor in the Commonwealth of Virginia for any person to subscribe a return, which he or she does not believe to be true and correct as to every material matter.

| Signature of Owner | Date | Signature of Co-Owner | Date |
|---|---|---|---|