

GENERAL FILING INSTRUCTIONS

- **You must have a Virginia Title number to use the online filing form.** The title number is located on your vehicle registration card which is issued by the Department of Motor vehicles at the time of purchase or renewal.
- Online filing can be used for newly purchased or leased vehicles, vehicles that have been sold or disposed of, or vehicles moving into the City of Salem from another locality.
- Vehicles moving out of the City of Salem into another Virginia locality or out of state can not be reported online. Please contact our office by phone for proper procedure at (540) 375-3019.
- Businesses can file online. These vehicles must be registered with Salem exactly how the DMV registration reads.
- You must contact the Virginia DMV (1-866-368-5463 or www.dmvnow.com) prior to filing your personal property if you moved from out of state, sell, trade, or otherwise dispose of a vehicle.
- Personal Property must be filed with the city of Salem within 30 days of the vehicle purchase date or the date the vehicle moves into Salem. Failure to file within this time frame will result in a 10% late filing penalty per State Code of Virginia.
- If you have only a bill of sale and have not obtained your VA title number yet you may register in our office or complete the form, print/scan it, attach copy of the bill of sale and temporary registration and send it by email, postal mail or fax.

Email Contact: commissioner@salemva.gov
 Telephone Number: 540-375-3019
 Fax Number: 540-375-3048
 Office Location: 114 North Broad Street, Salem, VA 24153

ITEM TYPE	EXAMPLE FULL DESCRIPTION
Truck	F250, 4D, 4WD, Dual Rear Wheel, 8', gross weight
Car	Accord, EX, 4D, V6
Motorcycle	1340CC, FLHTCU EL GLIDE, 2Tone
RV'S	Pace Arrow, Vision Series, gross weight, purchase price
Travel, Utility, or Boat Trailer	Carry on, Homemade, gross weight, purchase price
Mobile Home	Clayton, Hilton Series, 16'x70'
*****	BOAT AND BOAT MOTOR SHOULD BE INCLUDED TOGETHER
Boat	Bass Master, Sea Doo, Canoe, Purchase Price

PERSONAL PROPERTY ONLINE FILING

Fields Marked with a * are Required.

(Owner's or Lease Company) *Name:	(Driver's Name If Leased Vehicle) Name:
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*Daytime Phone Number:	E-Mail Address:
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***Mailing Address:**

*City:	*State:	*Zip Code:
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**Physical address where vehicle is located overnight
(if different from above, or if leased vehicle):**

Street Address:

City:	State:	Zip Code:
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VEHICLE INFORMATION:

*Virginia Title Number:	*Vehicle ID Number (VIN):
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*Year of Vehicle: (YYYY)	*Vehicle Make:
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*Vehicle Description:	Vehicle Purchase Price:
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IF THE VEHICLE IS BEING TRANSFERRED FROM ANOTHER LOCALITY:

County	City	Town of:	State:
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Date vehicle was moved into City of Salem:	(MM-DD-YY)
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PERSONAL PROPERTY ONLINE FILING

VEHICLE USE:

Business Use Criteria: If you can answer “Yes” to any of the following questions, your vehicle is considered by State Law to have a business usage and does not qualify for Car Tax Relief.

- Is more than 50% of the mileage for the year used as a business expense for Federal Income Tax purposes or reimbursed by an employer?
- Is more than 50% of the depreciation associated with the vehicle deducted as a business expense?
- Is the cost of the vehicle expensed pursuant to Section 179 of the Internal Revenue Service Code?
- Does an individual lease the vehicle and the leasing company pays the tax without reimbursement from the individual?

Did you answer Yes to any question above?: **YES** **NO**

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