



Request for Refund or Prorated Assessment

City of Chesapeake

Commissioner of the Revenue

P.O. Box 15285, Chesapeake, VA 23328-5285

757-382-6455

Vehicle Year	Make	Model	VIN #	Title #	State Tag
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Owners' Name(s):		SS #(s) /	
		Fed EIN	
Street Address:			
City, State Zip:			

1. I moved into Chesapeake with this vehicle on _____ from _____
(Date) (City / County and State)

in which I previously paid personal property taxes for the year _____
(Tax Year)

2. I moved out of Chesapeake with this vehicle on _____ and do not intend to return this year
(Date)

My New Address: _____
(Street Address) (City) (State) (Zip Code)

IF YOU HAVE MOVED OUT OF VIRGINIA, A COPY OF YOUR NEW OUT-OF-STATE VEHICLE REGISTRATION MUST BE PROVIDED. FAILURE TO PROVIDE THIS INFORMATION WILL DELAY ANY POTENTIAL REFUND OR PRORATION IN ASSESSMENT.

3. I ___ Sold ___ Traded ___ Junked ___ Other _____ this vehicle on _____
(Explain) (Date)

to _____
(Name) (Address)

I hereby certify that the above information is correct.

(Signature) *REQUIRED* () (Day Phone #) (Date)

NOTICE

The City of Chesapeake prorates personal property taxes on motor vehicles and trailers on a monthly basis. If you have disposed of the vehicle referenced above or if you have moved into or out of Chesapeake, please complete and remit this form to the Commissioner of the Revenue's Office. This information will determine if you are entitled to a prorated assessment and/or refund.

Before remitting this form, notify the Virginia Department of Motor Vehicles (DMV) of any changes in your address, ownership or disposition of the vehicle and/or the physical location of the vehicle. Report changes to DMV by going online to www.dmvnow.com, visiting your local DMV office or calling 1-804-497-7100.

Thank you for your cooperation. If you have any questions, please contact us.

Phone #'s: ▪ 757-382-6730 ▪ 757-382-3650 ▪ 757-488-5348 ▪ 757-545-8154

Email: cartax@cityofchesapeake.net