



COMMISSIONER
OF THE
REVENUE

Request for Refund or Prorated Assessment

Mail completed form to:
Commissioner of the Revenue's Office
PO Box 2964
Charlottesville VA 22902-2964
Or email it to:
cor_feedback@charlottesville.org

Your account number _____

Owner's name: _____ SSN: _____

Co-owner's name: _____ SSN: _____

My old Charlottesville address (if moved): _____

My new address is: _____

Vehicle(s)

Please provide VIN to ensure correct billing information: _____

_____ Vehicle Year _____ Make (brand) _____ Model _____ Type (sedan, pickup, hatchback, etc.)

Notice - check the appropriate line(s)

_____ I moved **out** of City of Charlottesville on (date) _____ to (locality/state) _____
**If moving out of state, attach a copy of new title from new state.*
***If moving within VA, attach a tax bill from new locality.*

_____ I moved **within** City of Charlottesville on (date) _____ to (address) _____

_____ I sold/re-titled/disposed-of my vehicle on (date) _____ to (new owner) _____
****If information not updated with DMV within 30 days of the transaction, attach a copy of Bill of Sale.*

Signature _____ Date _____

Additional information

- If you moved out of Charlottesville to another state, you must provide a copy of the new state's title or registration which shows the date on which the new title began. This is the date from which we will adjust your bill.
- If you moved within Virginia to another city or county, you must provide a copy of the new city or county's personal property tax bill which identifies the vehicle, months taxed, tax year, and locality making the assessment.
** If you move to a non-prorating locality in Virginia, you will be liable to the City of Charlottesville for personal property taxes for the whole year.*
- If you sold, changed title or otherwise disposed of the vehicle, the date indicated as the disposal date on the state's Division of Motor Vehicles record is the date we will use to adjust your bill.
**If you reported the disposal of your vehicle more than 30 days after transaction, you must provide a copy of Bill of Sale.*
- The State of Virginia does not allow for adjustments on vehicles that are not used or not current on their registration. Taxes are levied based on *ownership*, not use.
- Failure to provide the required information may result in an improper closure and adjustment of your Personal Property account(s).