



PO Box 546, Winchester VA 22604
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 www.winchesterva.gov

City of Winchester

Add or Register a Vehicle

Notify the Commissioner of the Revenue within 45 days of purchase or move to the City. Do not rely on the dealer or DMV to notify us! The City of Winchester imposes a ten percent (10%) late filing penalty on the tax plus a \$5.00 late filing penalty of the license fee for any non-filing or late filing by the taxpayer.

Resident Status	Please register all vehicles with Virginia Department of Motor Vehicles (DMV), including a "Garage Jurisdiction" of Winchester	
<input type="checkbox"/> Current Resident – update existing vehicle account Account Number if known _____ Did you sell or trade a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> New Resident Date Moved to Winchester: _____ Prior Virginia Locality or State: _____		

Vehicle Owner Information			
Primary Owner Name (Last, First, Middle)		Secondary Owner Name (Last, First, Middle)	
Social Security Number		Social Security Number	
Telephone Number		Telephone Number	
Residential or Business Address		City	State Zip
Mailing Address (if different)		City	State Zip

Vehicle 1 Information		
Year	Make	Model
Vehicle Id Number (VIN)	Plate Number	Vehicle is: <input type="checkbox"/> Personal Use <input type="checkbox"/> Business Use

Vehicle 2 Information		
Year	Make	Model
Vehicle Id Number (VIN)	Plate Number	Vehicle is: <input type="checkbox"/> Personal Use <input type="checkbox"/> Business Use

Vehicle 3 Information			(Use additional forms if more than 3 vehicles)
Year	Make	Model	
Vehicle Id Number (VIN)	Plate Number	Vehicle is: <input type="checkbox"/> Personal Use <input type="checkbox"/> Business Use	

A "business use" vehicle is one which is used over 50% of the time for business purposes or for which the owner claimed a business vehicle tax deduction (depreciation and/or other expenses) on the federal income tax return by the filing of a Schedule C, a Form 2016 or a Form 2562. A business vehicle does not qualify for Personal Property Tax Relief (PPTR).

Owner Certification			I hereby swear or affirm that all the information listed above is true and correct to the best of my knowledge.
Owner Signature	Printed Name	Title (if business)	Date
Co-Owner Signature	Printed Name		Date