



Commissioner of the Revenue  
Essex County  
317 Prince Street  
Post Office Box 879  
Tappahannock, Virginia 22560

Telephone: (804) 443-4737  
Facsimile: (804) 443-4737

**Request for Correction of Assessment on Tangible Personal Property Tax for Motor Vehicles (Including Cars, Vans, Motorcycles & Trucks)**

Taxpayer: \_\_\_\_\_ Last 4 of Social: \_\_\_\_\_

Taxpayer: \_\_\_\_\_ Last 4 of Social: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Account # \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**This form is to report information concerning your vehicle as of JANUARY 1. Essex County does not prorate. All vehicles owned and normally garaged in Essex County as of January are taxed the entire year.**

Description of property:  
\_\_\_\_\_

**Check the situation that applies, and then complete the information that is required.**

I no longer own this vehicle.

- (1) Date of Disposition \_\_\_\_\_
- (2) You must notify the Department of Motor Vehicle and have your records updated. They can be reached at 1-866-368-5463.
- (3) Provide us with a bill of sale documenting date of sale, VIN, year, make, model and both parties signatures.

I moved this vehicle to another locality within Virginia or a new state.

- (1) Date moved from Essex \_\_\_\_\_ Locality/state moved to \_\_\_\_\_.
- (2) Provide us with your receipt from your new locality showing you are being billed as of January 1.
- (3) Provide us with the registration of your vehicle in the new state showing if it was registered prior to January 1.

I feel the value on this vehicle is incorrect. (Please note due to the Tax Relief Act we must use 100% of Clean Trade Value to assess Automobiles and Motorcycles)

- (1) Provide us with documentation and detailed information so we may review. **\*\*Note: we do not lower the value for mechanical or cosmetic issues, but all appeals are reviewed. \*\***

**The completed form can be mailed to the address above, faxed to (804) 443-4737 or e-mailed to [cor@essex-virginia.org](mailto:cor@essex-virginia.org)**

**I declare the statement and figures submitted on/with this form are true, complete, and correct to the best of my knowledge and belief:**

\_\_\_\_\_  
Signature of Taxpayer

\_\_\_\_\_  
Date