



City of Virginia Beach Treasurer's Office  
V. Leigh Henderson, Treasurer

**REQUEST FOR REFUND ON INTEREST FOR TANGIBLE PROPERTY**

Account or Bill Number: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

Business / Trading As Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number (including area code): \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Tax Year Refund Requested: \_\_\_\_\_

Amount of Refund Received for Tax Year Selected: \_\_\_\_\_

**Please read the following information carefully before submitting this form to the Virginia Beach City Treasurer:**

- Please provide a copy of the original business license application.
- If requesting interest for multiple years, please submit this form for each tax year.
- The original witnessed or notarized document must be submitted to the Virginia Beach City Treasurer only at the following location: 2401 Courthouse Drive, Virginia Beach, VA 23456.
- Please allow four (4) weeks for processing.
- Refund checks, if applicable, will be mailed to the business address indicated by, and on file with, the Commissioner of the Revenue.
- Refund checks may be applied to any delinquent debts owed by the business.
- Refunds will only be issued for tax years in which the Commissioner of the Revenue can adjust assessments per City Code 35-3.
- A 1099-INT may be issued by the City of Virginia Beach for this additional interest.

**Any inquiries can be directed to the Treasurer's Office at 757-385-8142 or [tangiblepropinterest@vbgov.com](mailto:tangiblepropinterest@vbgov.com).**

I affirm that I am the owner or an authorized representative of \_\_\_\_\_ (Business Name).

_____ Signature of Taxpayer or Legal Affiant	_____ Printed Name of Taxpayer or Legal Affiant	_____ Date
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_____ Deputy Treasurer Signature	_____ Printed Name of Deputy Treasurer	_____ Date
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City/County of \_\_\_\_\_, State of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by

\_\_\_\_\_  
(Name of person seeking acknowledgement)

\_\_\_\_\_  
Notary Public

Notary Registration Number: \_\_\_\_\_ My commission expires: \_\_\_\_\_

***This form must be witnessed by a Virginia Beach Deputy Treasurer or be notarized by a Notary Public***