



Philip J. Kellam  
Commissioner

# Commissioner of the Revenue

City Hall  
Virginia Beach, VA 23456-9002



VBgov.com/cor

## REQUEST FOR PRORATION OF PERSONAL PROPERTY TAX

Tax Bill Number	Year & Make of Vehicle
Name	Daytime Phone Number
Email Address	
Current Mailing Address	

DMV has been notified of date of sale or disposal date.

\_\_\_\_\_  
Date of Sale or Disposal as recorded with DMV

OR

DMV has been notified of change of address to another Virginia locality.

\_\_\_\_\_  
Locality and Date of Notification as recorded with DMV.

Which of the following applies?

- \_\_\_\_\_ Bill is unpaid please prorate the tax.
- \_\_\_\_\_ Bill is paid; please refund the prorated amount to the above address
- \_\_\_\_\_ Bill is paid; please credit refund to the replacement vehicle listed below (the owner must be the same.)

Name of Registered Owner		
Year	Make	VIN

If you have any questions, please contact the Personal Property Taxpayers Division of the Commissioner of the Revenue via telephone at 757.385.4487; via fax at 757.427.1802; via e-mail at [persprop@vbgov.com](mailto:persprop@vbgov.com); or call in person on the main floor of City Hall located at 2401 Courthouse Drive, weekdays from 8 am to 5 pm

*For hearing or visually impaired assistance dial 711*