



# City of Falls Church Motor Vehicle Registration Form

Tom Clinton, Commissioner of the Revenue  
300 Park Ave, Suite 202W, Falls Church, VA 22046-3301

Save time register your vehicle on-line at:  
www.fallschurchva.gov/vehiclereg  
Phone: (703) 248-5450 (TTY 711)  
Email: commissioner@fallschurchva.gov  
Fax: (703) 248-5212

**NOTE:** Submit this form along with a copy of the Virginia DMV registration card, or an out-of-state vehicle registration card or title.

1<sup>st</sup> Vehicle Owner or Lessee's **Name** (As it appears on the DMV registration card including business owned vehicles)

<b>LAST:</b>	<b>FIRST:</b>	<b>MIDDLE NAME:</b>
Social Security or FEIN #**	Daytime Phone Number	Email Address

Vehicle Owner or Lessee's **Mailing Address**

<b>STREET:</b>	<b>APT:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP+4:</b>
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2<sup>nd</sup> Vehicle Co-Owner or Co-Lessee's **Name** (If jointly owned; list names as they appear on the DMV registration card)

<b>LAST:</b>	<b>FIRST:</b>	<b>MIDDLE NAME:</b>
Social Security or FEIN #	Daytime Phone Number	Email Address

Vehicle Location Address (Only if vehicle is parked at an address different than the above mailing address)

<b>STREET:</b>	<b>APT:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP+4:</b>
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**LEASING COMPANY INFORMATION** (Complete this section only if the vehicle is leased. This is not your financing company's information.)

Leasing Company Name	Leasing Company Telephone Number and Email Address
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Leasing Company Mailing Address

<b>STREET:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP+4:</b>
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**VEHICLE INFORMATION** (list vehicles if both are titled the same way, or else use a separate form for each **uniquely** titled vehicle)

Vehicle Year	Vehicle Make (e.g. Ford, Toyota)	Vehicle Model (e.g. Accord, Camry)	Vehicle Identification Number (VIN, if we haven't copied it/got it from DMV)
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____

Date Vehicle Entered City of Falls Church, or the Purchase Date if new?  
(MM/DD/YYYY):

State or VA Jurisdiction of Owner Prior to City of Falls Church (write N/A if vehicle is brand new, or was just sold used to the new owner/lessee) If you intend to keep out-of-state plates, See reverse side of this form.

Should all of owner's vehicles be listed as garaged/parked in City of Falls Church?  Yes  No

If NO, list each vehicle's year/make/model and garage/parking VA jurisdiction below (additional vehicles may be written on back of form):

Vehicle:	Vehicle:
Jurisdiction:	Jurisdiction:

**Primary Vehicle Usage**

This status determines if the vehicle qualifies for Personal Property Tax Relief. Motor homes, trailers, and vehicles over 7,501 lbs. do NOT qualify for tax relief. A vehicle can be claimed as primary business use if more than 50% of the mileage or depreciation is taken as a business expense. You must declare either Personal or Business usage.

Personal  Business

Note: If more than 50% of the mileage for the year is reimbursed by an employer, or the vehicle is leased and taxes are paid by the lessor without reimbursement from the lessee, the vehicle MUST be reported as business use.

Are you an Active Duty Military Member whose home of record is not Virginia?  Yes  No

If you answered Yes, you are required to submit a copy of your leave and earnings statement (LES) with this form.

**Department of State Employees**

If you intend to take your vehicle with you on your next assignment, you must provide your new mailing address and a copy of the Bill of Lading for vehicle shipment when you leave. Report a sale of a vehicle before you leave. This information is required to inactivate your tax record and ensure that you receive any billing information and issuance of a refund.

**VEHICLE SALE, TRADE, DONATION, TOTALED, DISPOSAL INFORMATION**

Have you recently SOLD, TRADED-IN, DONATED, TOTALED or DISPOSED of a vehicle registered in the City of Falls Church?

(additional vehicles may be written on back of form)  Yes  No

You **must** notify the VA DMV when you sell, donate, trade or otherwise dispose of your vehicle. The Commissioner will confirm the disposal with the DMV in order to inactivate your City vehicle tax record. The **disposition date** will be the ending tax liability date for purposes of car tax proration. **Don't leave unpaid car tax bills as they will be collected.**

Vehicle Year	Vehicle Make (e.g. Ford, Toyota)	Vehicle Model (e.g. Explorer, Camry)	Disposition Date	(Office Use)	PP ID#:	Abatement <input type="checkbox"/>
				DMV: <input type="checkbox"/>	PPM: <input type="checkbox"/>	MVM: <input type="checkbox"/>

**SIGNATURE** By signing below you declare that the statements and figures given herein are true, full, and correct to the best of your knowledge.

Vehicle Owner, Lessee, or Authorized Signature**	Date
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\*Federal Privacy Act: Disclosure of your Social Security Number or FEIN, if any, on this form is mandatory. The City of Falls Church Office of the Commissioner of the Revenue is requesting this number in accordance with the authority granted by VA Code §58.1-3017 and 42 U.S.C. §405. Social Security Numbers are used as a means of identification and retrieval of local tax returns. All information provided on this form is regarded as confidential tax information, and except as otherwise provided by law, will not be disclosed for any other purpose. \*\*It is a Class 1 Misdemeanor for any person to intentionally submit an application that he/she does not believe to be true and correct as to every material matter (Virginia Code § 58.1-11).

*OFFICE USE ONLY* Email sent TR Office? Y N	Ticket received: Y N	New Resident: Y N	Munis Solds/Actives: Y N	Reg. Letter: Y N	Date Letter Sent:	
CID:	PPID:	Decal Bill: Y N T	Temp Decal: Y N	DMV Solds/Actives: Y N	GJ Validated: Y N	Staff Initials: