

# Important Vehicle Information from: Tom Clinton, the Commissioner of the Revenue

## ▶ Have you moved out of Falls Church City and within Virginia, or to another state, or overseas?



In order to stop taxing **any** moved-out vehicle, we need **proof** of your vehicle's registration in your **new Virginia jurisdiction**. Register your car there first, and then call us at (703) 248-5065. We'll call that jurisdiction and quickly verify it over the phone! See the list of local jurisdiction phone numbers and websites on the back of this flyer to register your vehicle there **today!** **If you've moved out-of-state, we must have a copy of your vehicle's title from your new state (best) or the registration (w/date) to reduce your tax bill.** Your new state's title can be **faxed** to (703) 248-5212, or scanned and emailed to: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov). **Moved overseas?** We'll need your new diplomatic address and a copy of your vehicle's bill of lading. **Important, please follow the process above to receive an accurate and prorated tax bill in September!**

## ▶ Have you sold, donated, totaled in an accident, or traded-in a car and the status change is not reflected on your 2013 Vehicle Verification Form?

Call us at (703) 248-5065; we may have made the change before the file was closed to print the forms. Have you first contacted the DMV by phone (804-497-7100) or via their website: [www.dmvnow.com](http://www.dmvnow.com), or visited the Falls Church City DMV Select Office and gotten **a DMV sold date, and turned in your old license plates?** This DMV sold date **MUST** be done **first** to stop the taxing. We can verify existing DMV sold dates over the phone, and then enter your sold date in our COR records. Addresses can be changed in person by completing DMV Form ISD 01, and then we'll change it in our Commissioner records. \*The Treasurer's Office will mail out a prorated tax bill in September, with your new move-out date, to your new address.

## ▶ What are the three things you should always do when you move?

1. Register your vehicle in your new jurisdiction. It's usually required by law within the first 30 or 60 days after your move into a new Virginia locality, or into a new state, and to avoid a late filing penalty.
2. Contact the VA DMV and notify them of your change in address **within Virginia**, or tell them about your **new out-of-state address** and give your move-out date from Virginia.
3. Contact your old jurisdiction, and provide them with the proof that you have registered your vehicle in your new locality or new state, and they can stop taxing your vehicle.

## ▶ Would you like help removing your old decal and affixing your new one?

Commissioner Clinton will usually be able to do this between 9am and 5pm, or we can lend you a decal scraping tool.

## ▶ Should I turn in my old license plates if I buy a new vehicle? Can I buy personalized or specialty plates at the DMV Select Office?

You can transfer your old license plates at the dealership, or at the FCC DMV Select Office once the vehicle is accessible in the DMV records, which usually takes 3-4 weeks. You can bring the license plates in for **a partial refund if 6 or more months are remaining on the plates**, or just to have them recycled. **A license plate surrender receipt is the best way to make sure your old vehicle gets taken out of your name, and that your City car tax bill gets reduced.** You can order personalized or specialty plates at the DMV Select Office or on-line at: [www.dmvnow.com](http://www.dmvnow.com) and search for the link "license plate purchase" under the tab "Vehicles".

## ▶ How does the Falls Church City DMV Select Office make life easier for City residents, City business owners and City & School employees?

Our convenient location on the first floor of the East Wing of City Hall and friendly staff can process **most DMV vehicle-related** transactions, and any Commissioner business in just **one** trip, and usually within minutes. We handled over 26,000 transactions last year. Approximately 5% of each DMV Select dollar collected is returned to the City's budget, although not directly to the Commissioner's Office for staffing purposes. The \$5 fee is currently **not collected** at the DMV Select Offices and **all** other DMV costs are always the same price.

(See back for local jurisdiction contact and vehicle registration information!)

## Locality Name

## Mailing Address

## Website

**Alexandria City**  
(703) 838-4560 Fax: (703) 706-3996

**301 King St** (Office hours 8-5)  
Alexandria, VA 22314

[www.alexandriava.gov](http://www.alexandriava.gov)  
(annual decal required)

**Arlington County**  
(703) 228-3135 Fax: (703) 228-7581

**2100 Clarendon Blvd, #200** (Office hours 8-5)  
Arlington, VA 22201

[www.arlingtonva.us/cor](http://www.arlingtonva.us/cor)  
(annual decal required)

**Fairfax City**  
(703) 385-7881 Fax: (703) 359-2499

**10455 Armstrong St** (Office hours 8:30-5)  
Fairfax, Virginia 22030

[www.fairfaxva.gov](http://www.fairfaxva.gov)  
(annual decal required)

**Fairfax County** (Office hours 8-4:30)  
(703) 222-8234 Fax: (703) 324-3929

**Fairfax County Dept of Taxation, #223**  
12000 Government Center Pkwy,  
Fairfax, VA 22035-0001

[www.fairfaxcounty.gov/dta](http://www.fairfaxcounty.gov/dta)  
(no decal required)

**Falls Church City** (COR hours 8-5)  
(703) 248-5065 Fax: (703) 248-5212

**300 Park Ave, Suite #104-E** (DMV 9-4)  
Falls Church, VA 22046-3301

[www.fallschurchva.gov](http://www.fallschurchva.gov)  
Email: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov)

**Herndon - Town of**  
(703) 435-6813 Fax: (703) 787-7325

**PO Box 427** (Office hours 8-5)  
Herndon, VA 20172-0427

[www.herndon-va.gov](http://www.herndon-va.gov)  
(annual decal required)

**Leesburg - Town of**  
(703) 777-2760 Fax: (703) 771-2727

**PO Box 88** (Office hours 8:30-5)  
Leesburg, VA 20178-0088

[www.leesburgva.gov](http://www.leesburgva.gov)  
(permanent decal required)

**Loudoun County**  
(703) 777-0260 Fax: (703) 444-1477

**PO Box 347** (Office hours 8:30-5)  
Leesburg, VA 20178-0347

[www.loudoun.gov/cor](http://www.loudoun.gov/cor)  
(annual decal required)

**Manassas City**  
(703) 257-8221 Fax: (703) 257-5344

**9027 Center St #104** (Office hours 8:30-5)  
Manassas, Virginia 20110-5463

[www.manassascity.org/](http://www.manassascity.org/)  
(no decal required)

**Manassas Park City**  
(703) 335-8825 Fax: (703) 335-2766

**One Park Center Ct**  
Manassas Park, Virginia 20111-2395  
(Hours 8:30-5, closed 1:30-3)

[www.cityofmanassaspark.us](http://www.cityofmanassaspark.us)  
(annual decal required)

**Prince William County**  
(703) 792-6730 Fax: (703) 792-4673

**1 Complex Ct** (Office hours 8-5)  
Prince William, VA 22192-9201

[www.pwcgov.org/tax](http://www.pwcgov.org/tax)  
(no decal required)

**Stafford County**  
(540) 658-4132 Fax: (540) 658-4120

**PO Box 98** (Office hours 8-4:30)  
Stafford, VA 22555-0098

[www.co.stafford.va.us](http://www.co.stafford.va.us)  
(no decal required)

**\*Virginia Dept of Motor Vehicles**  
\*(804) 497-7100 Fax: (804) 367-6631

**\*PO Box 27412** (Hours M-F 8-5, Sat 8-12)  
Richmond, VA 23261-7412

**\*[www.dmvnow.com](http://www.dmvnow.com)**  
*\*(always contact the DMV and the COR  
when you move, buy or sell a vehicle)*

The Commissioner of the Revenue's Office (open M-F, 8 am- 5 pm) and the Falls Church City DMV Select Office (\*note: open M-F, 9 am - 4 pm) are **both** located at 300 Park Avenue, Suite #104E, Falls Church, VA 22046. That's above the Police Department on the 1st floor of the East Wing of City Hall, near the Community Center. Our phone number is (703) 248-5065 and our fax number is (703) 248-5212. Contact us by e-mail at: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov) or visit the City's website at: [www.fallschurchva.gov](http://www.fallschurchva.gov).

\*All vehicles parked in Falls Church City **must** have a red 2013 City decal on the windshield until 11-15-13, or until your green 2014 decal arrives on the back of your tax bill in early September. After 11-15-13, you'll need a green 2014 decal on your vehicle to avoid a ticket. Most vehicle decals cost \$33. There are **no decal exceptions** for out-of-state vehicles or residents, short term residency situations, military or State Department employees or diplomats. Contact the COR for more details about car taxes and decal fees. Vehicles without City decals are subject to a \$50 ticket. Everyone must pay their fair share. See a vehicle with no City decal or an expired decal? Send confidential tips to: [taxevaders@fallschurchva.gov](mailto:taxevaders@fallschurchva.gov).

(See back for additional vehicle information!)