



# City of Falls Church

## Motor Vehicle Registration Form

*Thomas Clinton, Commissioner of the Revenue*  
300 Park Ave., Suite 104E Falls Church, VA 22046-3301

www.fallschurchva.gov  
**Phone:** 703-248-5450 (TTY 711)  
**Email:** commissioner@fallschurchva.gov  
**Fax:** 703-248-5212

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

**Vehicle Owner or Lessee Name** (As it appears on the DMV registration card including business owned vehicles)

<b>LAST:</b>	<b>FIRST:</b>	<b>MIDDLE INITIAL:</b>
<b>Vehicle Owner or Lessee Social Security or FEIN #*</b>	<b>Vehicle Owner or Lessee Daytime Phone</b>	<b>Vehicle Owner or Lessee Email</b>

**Vehicle Owner or Lessee Mailing Address**

<b>STREET:</b>	<b>APT:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>Vehicle Address</b> (If different than mailing address)				
<b>STREET:</b>	<b>APT:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>

**Vehicle Co-Owner or Co-Lessee Name** (If jointly owned; as it appears on the DMV registration card)

<b>LAST:</b>	<b>FIRST:</b>	<b>MIDDLE INITIAL:</b>
<b>Vehicle Co-Owner or Co-Lessee Social Security #*</b>	<b>Vehicle Co-Owner or Co-Lessee Daytime Phone</b>	<b>Vehicle Co-Owner or Co-Lessee Email</b>

**LEASING INFORMATION** Complete this section only if the vehicle is leased.

<b>Leasing Company Name</b>	<b>Leasing Company Telephone Number</b>
<b>Leasing Company Mailing Address</b>	
<b>STREET:</b>	<b>CITY:</b>
<b>STATE:</b>	<b>ZIP:</b>

**VEHICLE INFORMATION**

<b>Vehicle Year</b>	<b>Vehicle Make</b> (e.g. Ford, Toyota)	<b>Vehicle Model</b> (e.g. Explorer, Camry)	<b>Vehicle Identification Number (VIN#)</b>
<b>Date Vehicle Entered City of Falls Church</b> ( mm / dd / yyyy ):		<b>State or VA Jurisdiction Prior to City of Falls Church</b> (write N/A if vehicle is new to owner/lessee)	
<b>Should all of owner's vehicles be listed as garaged/parked in City of Falls Church?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Primary Vehicle Usage</b> 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.	
<b>If NO, list each vehicle's year/make/model and garage/parking VA jurisdiction below</b> (additional vehicles may be written on back of form):		<input type="checkbox"/> Personal <input type="checkbox"/> Business	
Vehicle:	Vehicle:	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 <b>MUST</b> be reported as business use.	
Jurisdiction:	Jurisdiction:		
<b>Are you an Active Duty Military Member whose home of record is not Virginia?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Department of State Employees</b>	
If you answered <b>Yes</b> you are required to submit a copy of your leave and earnings statement (LES) with this form.		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. This information is required to inactivate your tax record and ensure that you receive any billing information and issuance of refund.	

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

<b>Have you recently SOLD, TRADED-IN, DONATED, TOTALED or DISPOSED of a vehicle registered in the City of Falls Church?</b> (additional vehicles may be written on back of form) <input type="checkbox"/> Yes <input type="checkbox"/> No	You must notify the DMV when you sell, donate, trade or otherwise dispose of your vehicle. The Commissioner will validate the disposal with the DMV in order to inactivate your vehicle tax record. The <b>disposition date</b> will be the ending tax liability date for purposes of proration.		
<b>Vehicle Year</b>	<b>Vehicle Make</b> (e.g. Ford, Toyota)	<b>Vehicle Model</b> (e.g. Explorer, Camry )	<b>Disposition Date</b>
		<b>(Office Use)</b>	<b>PP ID#:</b>
		<b>DMV:</b> <input type="checkbox"/>	<b>PPM:</b> <input type="checkbox"/> <b>MVM:</b> <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.

<b>Vehicle Owner, Lessee, or Authorized Signature**</b>	<b>Date</b>
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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 does not believe to be true and correct as to every material matter (Virginia Code § 58.1-11).

<b>*OFFICE USE ONLY*</b>				<b>Munis S A:</b> <input type="checkbox"/>	<b>Reg. Letter:</b> Y N	<b>Date:</b>
<b>CID:</b>	<b>PPID:</b>	<b>Decal Bill:</b> Y N T	<b>Temp Decal:</b> <input type="checkbox"/>	<b>DMV VITA S/A:</b> <input type="checkbox"/>	<b>GJ Validated:</b> <input type="checkbox"/>	<b>Staff Initials:</b>

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5023 (TTY).