



City of Richmond

Assessment Correction Form

The information provided will be reviewed in the order received. The following instructions must be followed when filing a request:

1. If the vehicle was disposed of within the past year, this change is only valid if DMV has been notified.
2. If the vehicle was *disposed of in excess of 1 year from the report date, proof of disposal is required to support this request.* Documents must include the date of the transaction, vehicle title or identification number. Acceptable documents would be:
 - Trade-in /sale receipt from a dealership.
 - Letter from Insurance Company (out of state or total loss)
 - DMV title signed by seller and purchaser (private sale)
3. If the vehicle was moved into or out of the City of Richmond, *both taxing localities and DMV must be notified.*
4. Please complete the form on the reverse side of these instructions. If you require assistance completing the forms, call Monday – Friday 8:00- 5:00 at (804) 646-7000, or visit the Division of License, Assessment and Tax Unit Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. located at 900 East Broad Street, Room 100.
5. Return the Assessment Correction Form with supporting documentation to:
Mail: The City of Richmond 900 East Broad Street Room 103 Richmond, VA. 23219
Fax: (804) 646-5848,
Email: finance@richmondgov.com
6. All tax bills **MUST BE PAID ON OR BEFORE THE TAX DUE DATE** regardless of whether a correction has been completed. If not, penalties and interest and applicable fees will be applied.

Your request will not be processed unless the required notifications and/or documentation is submitted.



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Address Change or Correction:

Name: _____
Address: _____

List vehicles sold or moved to another locality:

Vehicle Title No.	Make/Model	Date Sold	Date Moved	Moved to Locality

“Taxpayers have a duty to know the due dates and to pay on time. If no bill is received that duty includes contacting the taxing authority prior to the due date and paying on time.” Report of the Attorney General 393, March 25, 1982.