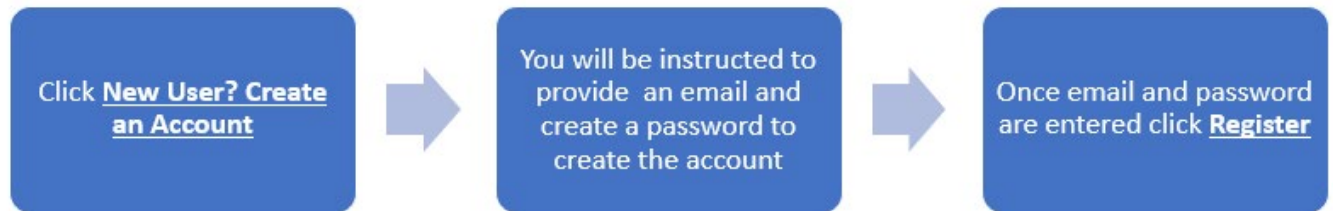


# Smartfile- Individual Personal Property Filing

This document will provide a brief overview of how to file your Individual Personal Property Return on our online portal.

**Before you can complete any filings, you must create an account on our smartfile system.** Please go to <https://smartfile.ias.wvtax.gov/> and follow the steps below



SmartFile

## Account Registration

To register for a new account, complete the information below and click the Register button.

**Email**

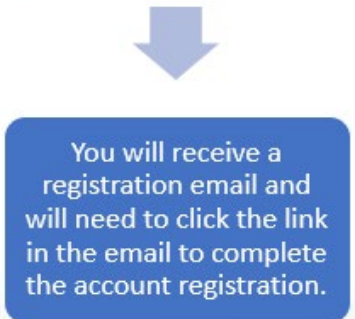
.....@wv.gov \*

**Password**

..... \*

8-character minimum; case-sensitive

Register

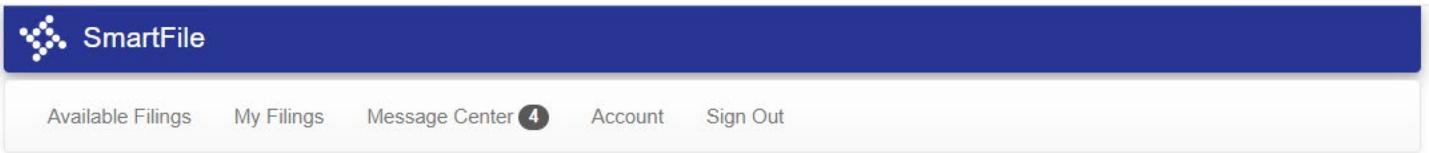


**Please note: If you do not receive the registration email, please contact the assessor's office for the county you are attempting to submit the filing. Their contact details can be found at the link below:**

<https://tax.wv.gov/Business/PropertyTax/Pages/PropertyTaxCountyAssessors.aspx>

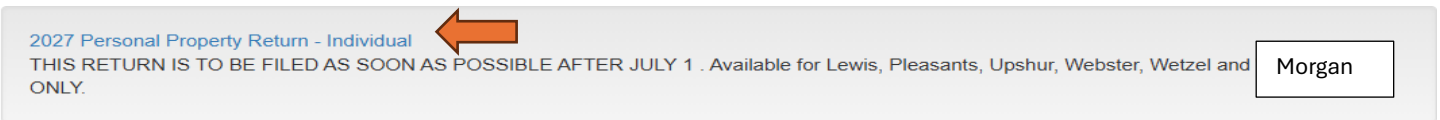
Once you have completed the sign-up steps you can now begin submitting a filing.

- 1) Please go to <https://smartfile.ias.wvtax.gov/> and log in with your account information.
- 2) You will be taken to the available filings page. Find your desired filing and click the name of the filing to begin.



## Available Filings

To create a new filing, click on a filing type below.



## Individual Personal Property Return

THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN OCTOBER 1. FILING LATE OR FAILURE TO FILE MAY RESULT IN A PENALTY OF \$25 TO \$100.



**Please note: Red asterisk (\*) indicates this is a required field and cannot be left blank.**

- 3) After clicking begin filing you will need to enter the account information to access the filing. You must select the county where your property is located then search by account number or owner name. Once you have located your account on the search results list click start filing beside your account.

SmartFile

Available Filings My Filings Message Center 4 Account Sign Out

## Search for Property

Search for your property using one of the criteria below. Once you find your property, select it in the search results grid, then click the [Start Filing](#) button. *If searching by Owner Name type last name followed by first name separated by a single space.*

County:  ←

AND

Account Number:  ←

OR

Owner Name:  ←

## Search Results

	ACCOUNT #	OWNER
<a href="#">Start Filing</a>	<input type="text"/>	<input type="text"/>
<a href="#">Start Filing</a>		
<a href="#">Start Filing</a>		

4. You will now have access to the Individual Personal Property return. You will see each section of the return listed at the top of the screen.

SmartFile

Available Filings My Filings Message Center 11 Account Sign Out

[Contact Info](#) [Current Property](#) [Vehicles](#) [Aircraft](#) [Mobile Homes](#) [Real Estate Owned](#) [Real Estate Improvements](#)  
[Real Estate Other](#) [Mobile Homes on Your Land](#) [Dogs](#) [Dog Fees](#) [Sheep and Goats](#) [Declaration](#) [Attachments](#) [Submit](#)

← ↑ →

- If you have filed a return in prior years (paper or online) your information will populate on the filing. You can update any incorrect information.

SmartFile

Available Filings My Filings Message Center 4 Account Sign Out

Contact Info Current Property Vehicles Aircraft Mobile Homes Real Estate Owned Real Estate Improvements  
Real Estate Other Mobile Homes on Your Land Dogs Dog Fees Sheep and Goats Declaration Attachments Submit

### CONTACT INFORMATION

Account #:   
Tax Year: 2027 [Need Help?](#)

The following is a complete and accurate report of all property owned by the undersigned at this location on July 1, 2026 Located in the County of MORGAN District of: 02 Town/City of:

(PP11) OWNER NAME AND MAILING ADDRESS

**OWNER NAME:**

**MAILING ADDRESS:**

No.  Street

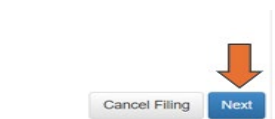
PO BOX

BERKELEY SPRINGS WV 25411

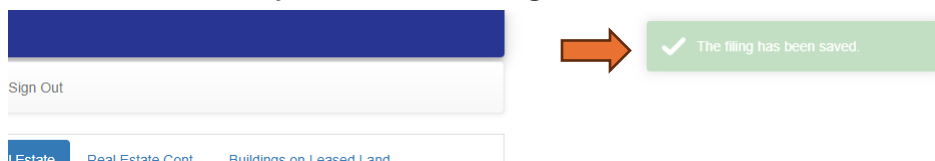
**PHONE:**  EXT.

Check here if primary owner information is different than mailing name and address

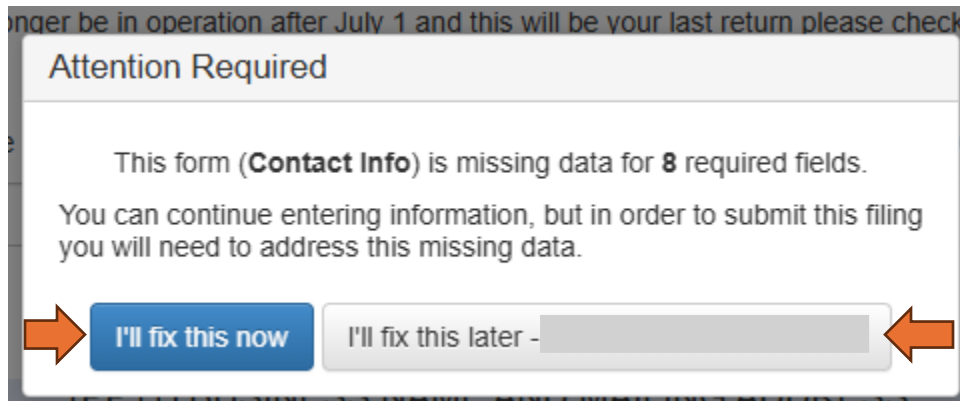
- Once you have completed a section of the filing you will click next at the bottom of the screen.



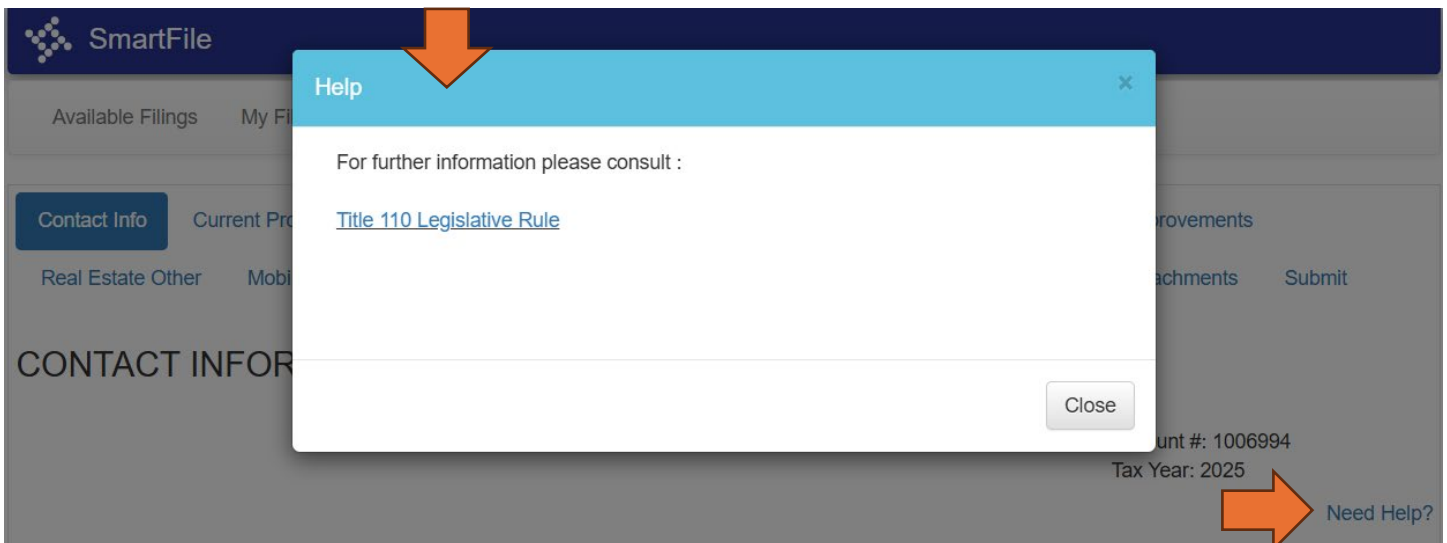
- Your progress will automatically save after clicking next to advance to a new section



8. If you miss a required field, you will get an alert when you attempt to move onto a new section. You can choose to fix now while on that section or fix later. Please note these errors will have to be resolved before the filing can be submitted.



9. If you have any questions about a section, you can click help and will be provided detailed information on how to complete that section of the return.



10. Each section will have a brief description of what type of asset you need to report. You can add and remove assets as needed in each area. Once you have entered your information click next at the bottom. If you don't have any assets to report in a specific section, you will click next to skip to the next section of the filing.

Contact Info   Current Property   Vehicles   Aircraft   **Mobile Homes**   Real Estate Owned   Real Estate Improvements

Real Estate Other   Mobile Homes on Your Land   Dogs   Dog Fees   Sheep and Goats   Declaration   Attachments   Submit

## MOBILE HOMES

List house trailers, modular homes, manufactured homes, etc., owned on July 1. If you own any of these that are not listed below, click 'Add' for each new structure to add it to the list. If there is a structure listed that you no-longer own, selecting it and then clicking 'Remove' will remove this from our records.

Add   Delete

11. In the Current Property Section you will see previously reported assets. You can remove any assets you no longer need to report by clicking the drop down in the remove column and selecting YES. **Please check this section closely so you do not duplicate assets on your filing.**

SmartFile

Available Filings   My Filings   Message Center 4   Account   Sign Out

Contact Info   **Current Property**   Vehicles   Aircraft   Mobile Homes   Real Estate Owned   Real Estate Improvements

Real Estate Other   Mobile Homes on Your Land   Dogs   Dog Fees   Sheep and Goats   Declaration   Attachments   Submit

## EXISTING ASSETS

The following assets are listed under your account. If you no longer owned one of these assets on July 1st selecting "YES" under the "Remove" column will remove this from our records.  
**If your domicile is in WV and you are active duty stationed outside WV and your vehicles are in your possession you may qualify for an exemption of one vehicle. A copy of your military orders must be attached to this filing.**

#	Year	Year A...	Make	Model	Description	VIN	Value	Remove?..↑
1	2019		NISSAN	FRONTIER	NISSAN FRONTIER EXTENDED CAB S 2.5L I4			<input type="button" value="Remove"/> <input type="button" value="NO"/> <input type="button" value="YES"/>
2	2025	2026	INFINITI	QX60	INFINITI QX60 UTILITY 4D SENSORY AWD 2.			

1 - 2 of 2 items

Previous   Cancel Filing   Next

12. To add new assets to the Vehicle section of the return you will need to click add new asset and complete the fields. (Please note that more fields will be added once you select the vehicle type and enter the year manufactured.) If you enter something in error, you can select the row and click remove asset to delete any entries. The aircraft section is completed in this same method. **(Please make sure you have checked the existing asset section prior to completing these sections to avoid any duplicate assets on your return.)**

## VEHICLES

The following list should include any vehicles you owned on July 1. List cars, trucks, SUVs, vans, motorcycles (show CCS), scooters, mobile campers, motor homes, boats and trailers, utility trailers, dozers, backhoes, welds, recreational 4-wheelers. Include unlicensed vehicles. (Do not list leased vehicles) VIN is required for accurate validation.

**If your domicile is in WV and you are active duty stationed outside WV and your vehicles are in your possession you may qualify for an exemption of one vehicle. A copy of your military orders must be attached to this filing.**

\*Older vehicles may require a photo.

click 'Add' for each new vehicle to add it to the list.

#	Type	Make	Model	Year	ID/VIN	Acq. Cost	Owner's Value	Reconstructed ...
1								

1 - 1 of 1 items

Enter information for Asset # 1:

Vehicle Type: AUTO ✓

Year Manufactured: 2023 ✓

VIN: \*

Make: \*

Model: \*

Body: ☰

Year Acquired: \*

Acquisition Cost: \*

Owner's Value:

Mileage:

Check here if reconstructed title

13. For the mobile homes, Real Estate Owned, Real Estate Improvements and Mobile Homes on Your Land sections, you will click the add button to add any new assets for this section. Once clicked a line will appear for you to enter the asset information. **(Please make sure you have checked the existing asset section prior to completing these sections to avoid any duplicate assets on your return.)**

SmartFile

Available Filings My Filings Message Center 11 Account Sign Out

Contact Info Current Property Vehicles Aircraft Mobile Homes Real Estate Owned Real Estate Improvements

Real Estate Other Mobile Homes on Your Land Dogs Dog Fees Sheep and Goats Declaration Attachments Submit

### MOBILE HOMES

List house trailers, modular homes, manufactured homes, etc., owned on July 1. If you own any of these that are not listed below, click 'Add' for each new structure to add it to the list. If there is a structure listed that you no-longer own, selecting it and then clicking 'Remove' will remove this from our records.

Add Delete

#	Year	Make	Model	VIN	Length	Width	Purchased	Cost	Use	Landowner Name
1										

1 - 1 of 1 items

Previous Cancel Filing Next

14. Dogs- you will click the add button add assets to this section.

The screenshot shows the SmartFile application interface. At the top, there's a navigation bar with 'SmartFile' logo and links for 'Available Filings', 'My Filings', 'Message Center' (with a notification icon), 'Account', and 'Sign Out'. Below this is a menu with categories like 'Contact Info', 'Current Property', 'Vehicles', 'Aircraft', 'Mobile Homes', 'Real Estate Owned', and 'Real Estate Improvements'. The 'Dogs' category is selected and highlighted. Underneath, there's a sub-menu with 'Dogs', 'Dog Fees', 'Sheep and Goats', 'Declaration', 'Attachments', and 'Submit'. The main content area is titled 'DOGS' and features an 'Add New Dog' button with an orange arrow pointing to it. Below the button is a table with columns: '#', 'Dog's Name', 'Age', 'Sex', 'Color', 'Hair Length', and 'Breed'. The table currently has one row with the number '1' in the first column. Below the table, there's a form titled 'Enter information for Dog # 1:' with input fields for 'Dog's Name', 'Age', 'Sex', 'Color', 'Hair Length', and 'Breed'. At the bottom of the form are 'Previous', 'Cancel Filing', and 'Next' buttons. A copyright notice '© 2025 Tyler Technologies' is visible at the very bottom.

15. Dog Fees- This section will list the amount for each dog fee and will include instructions on how to pay these fees.

## DOG FEES

### MORGAN COUNTY FEES:

<u>District</u>	<u>Tag Fee</u>	<u>Vicious Dog Fee</u>
Allen District	\$3.00	+ \$10 (\$13 total)
Bath District	\$3.00	+ \$10 (\$13 total)
Berkeley Springs Corp	\$6.00	+ \$10 (\$16 total)
Cacapon	\$3.00	+ \$10 (\$13 total)
Paw Paw Corp	\$6.00	+ \$10 (\$16 total)
Rock Gap District	\$3.00	+ \$10 (\$13 total)
Sleepy Creek District	\$3.00	+ \$10 (\$13 total)
Timber Ridge District	\$3.00	+ \$10 (\$13 total)

Please make checks payable to Morgan County Assessor and mail to 77 Fairfax Street, Room 103, Berkeley Springs WV 25411

Previous

Cancel Filing

Next

16. On the sheep and goats section you will enter the number of each livestock type and then click calculate total fee. This will give you the amount owed and directions on where the fee can be paid.

**SmartFile**

Available Filings   My Filings   Message Center **4**   Account   Sign Out

Contact Info   Current Property   Vehicles   Aircraft   Mobile Homes   Real Estate Owned   Real Estate Improvements  
Real Estate Other   Mobile Homes on Your Land   Dogs   Dog Fees   **Sheep and Goats**   Declaration   Attachments   Submit

## SHEEP AND GOATS

List number of sheep and goats of breeding age:

Sheep	<input type="text" value="5"/>	←
Goats	<input type="text" value="4"/>	←

A \$1.00 fee should be included for each sheep or goat head.

←

Total Fee: \$9 ←

**MORGAN COUNTY FEES:**

Please make checks payable to Morgan County Assessor and mail to the county assessor at 77 Fairfax Street, Room 103, Berkeley Springs WV 25411 ←

17. In the Declaration section of the return, you will digitally sign the return prior to submitting.

The image shows the SmartFile web interface. At the top is a dark blue header with the SmartFile logo and navigation links: Available Filings, My Filings, Message Center (with a notification badge of 11), Account, and Sign Out. Below the header is a horizontal menu with categories: Contact Info, Current Property, Vehicles (with a red exclamation mark), Aircraft (with a red exclamation mark), Mobile Homes, Real Estate Owned, Real Estate Improvements, Real Estate Other, Mobile Homes on Your Land, Dogs (with a red exclamation mark), Dog Fees, Sheep and Goats, Declaration (highlighted in a blue button), Attachments, and Submit. The main content area features a 'Signed' label next to a text input field. An orange arrow points to the right side of this input field, which contains a red asterisk icon. At the bottom of the page are three buttons: 'Previous', 'Cancel Filing', and 'Next'.

18. You can upload any supporting documents relating to your return in the attachments section of the filing.

The image displays the 'Attachments' section of the SmartFile interface. It is organized into several categories, each with a title, a table for 'Current Attachments' (with columns for 'Filename' and 'Size (kb)'), and a 'Select files...' button. The categories are: 'Asset Listing', 'Attachments', 'Military Orders', 'Property List', and 'Vehicle Photo'. Below the 'Military Orders' section, there is a paragraph of text: 'If your domicile is in WV and you are active duty stationed outside WV and your vehicles are in your possession you may qualify for an exemption of one vehicle. A copy of your military orders must be attached to this filing.' At the bottom of the page are three buttons: 'Previous', 'Cancel Filing', and 'Next'.

19. Once you have completed necessary sections of the filing, digitally signed the declaration section and uploaded necessary attachments you are ready to submit your filing. You will click the submit button to submit the filing. Once submitted you will receive an email that your filing was received. A return may be returned to the taxpayer if the necessary documents are missing or if the filing is not completed correctly. You can also print a copy of the filing for your records by clicking the print return button.

The image shows a screenshot of the SmartFile web application interface. At the top is a dark blue header with the SmartFile logo and name. Below the header is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 127), Account, and Sign Out. A secondary navigation bar contains various categories: Contact Info (with a red exclamation mark icon), Vehicles, Aircraft, Mobile Homes, Real Estate Owned, Real Estate Improvements, Real Estate Other, Mobile Homes on Your Land, Dogs, Dog Fees, Sheep and Goats, Declaration, Attachments, and a blue Submit button. Below this, the text "CLICK BELOW TO SUBMIT YOUR APPLICATION" is displayed. Underneath this text are three buttons: "PRINT RETURN PDF" (with an orange arrow pointing to it from the right), "Previous", "Cancel Filing", "Print Draft", and "Submit" (highlighted in orange with an orange arrow pointing down to it from above).