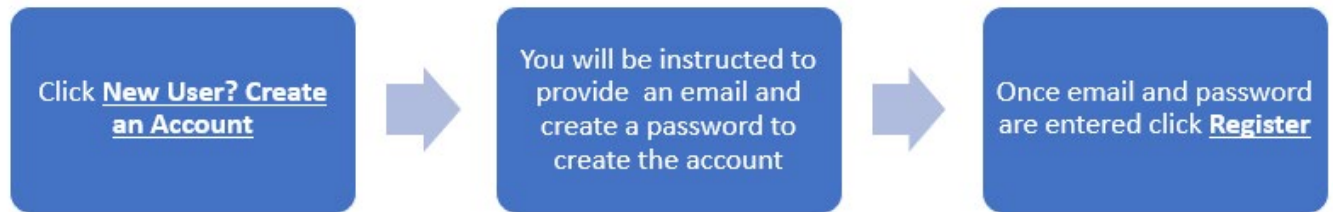


Smartfile- Individual Personal Property Filing New Filer

This document will provide a brief overview of how to file your Individual Personal Property Return for **New filers** on our online portal. This is for taxpayers who **have not previously filed a return** (paper or online) and does not have an existing account number.

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

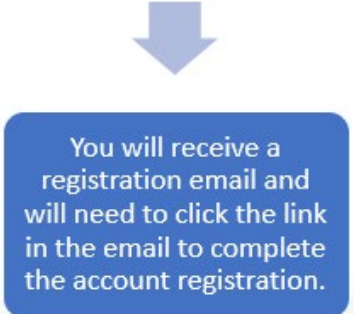
Account Registration

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

Email

Password

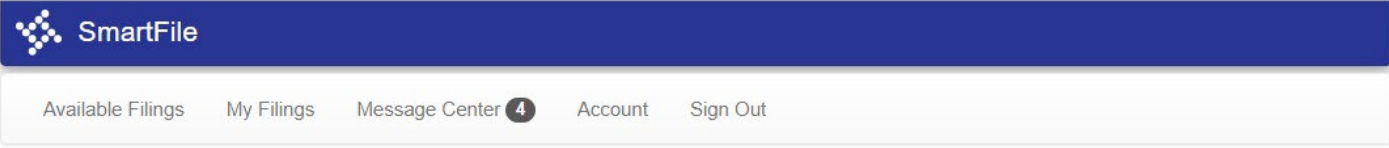
8-character minimum; case-sensitive




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.



NEW ACCOUNTS ONLY [2027 Personal Property Return - Individual](#) 
THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1. Available for Lewis, Pleasants, Upshur, Webster, Wetzel and Morgan
ONLY.



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.

[Begin Filing](#) 

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

- After clicking begin filing 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. You must enter the county that your property is located.

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

Contact Info 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

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:

*

(PP11) OWNER NAME AND MAILING ADDRESS

OWNER NAME:

*

MAILING ADDRESS:

No. Street

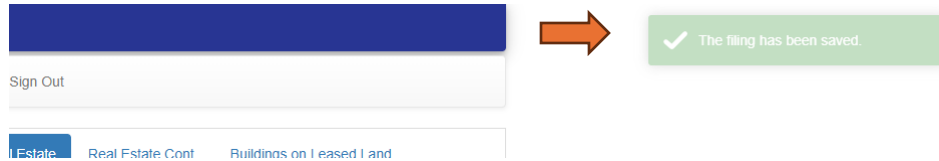
PHONE: **EXT.**

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

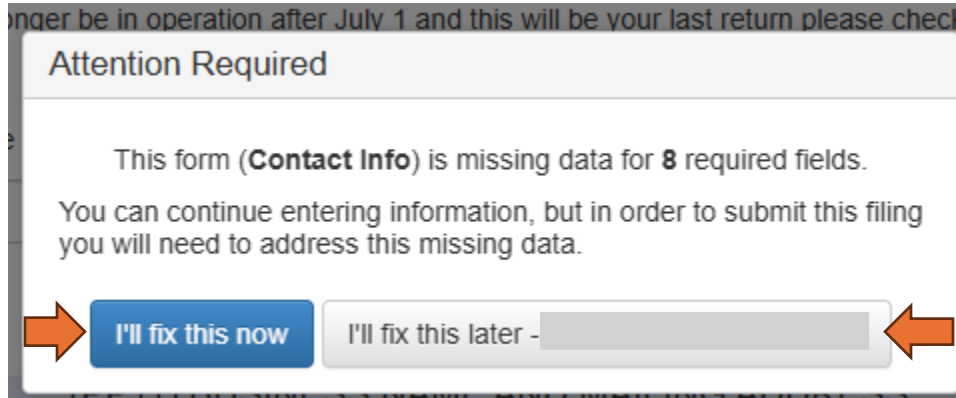
© 2025 Tyler Technologies

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

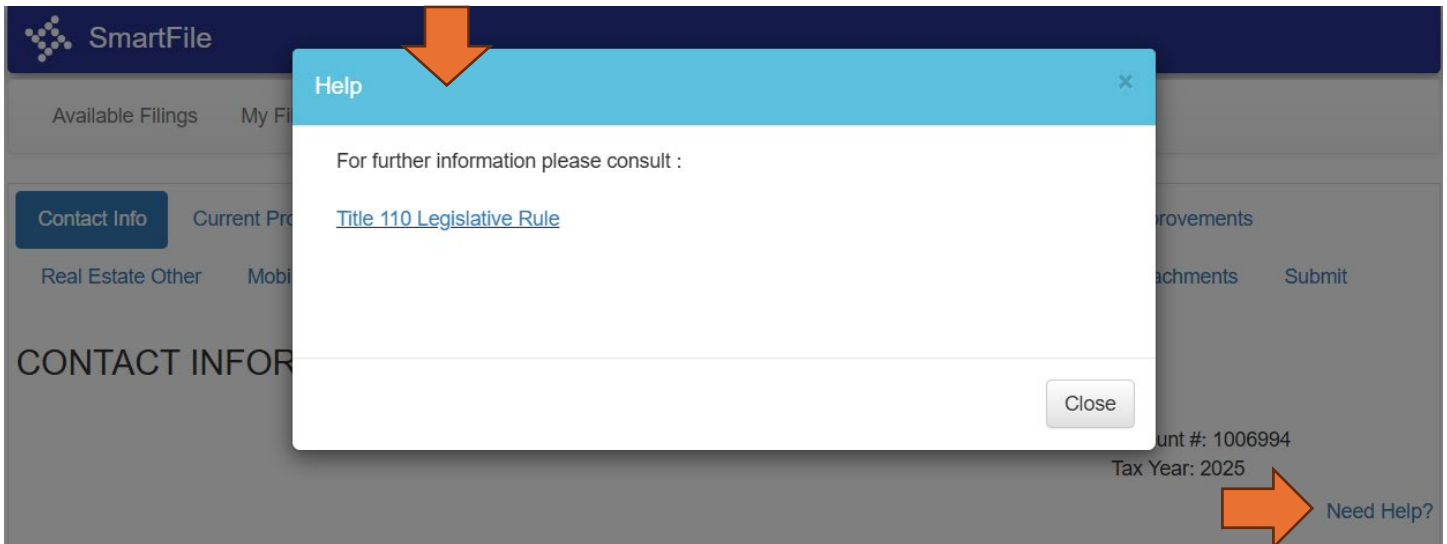
5. Your progress will automatically save after clicking next to advance to a new section



6. 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.



7. 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.



8. 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 ! 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
No items to display										

« ◀ 0 ▶ »

Previous Cancel Filing Next

9. 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.)**

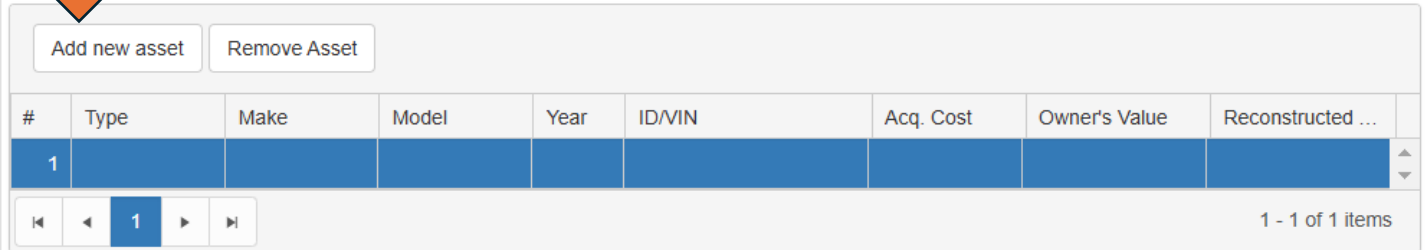
VEHICLES

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.

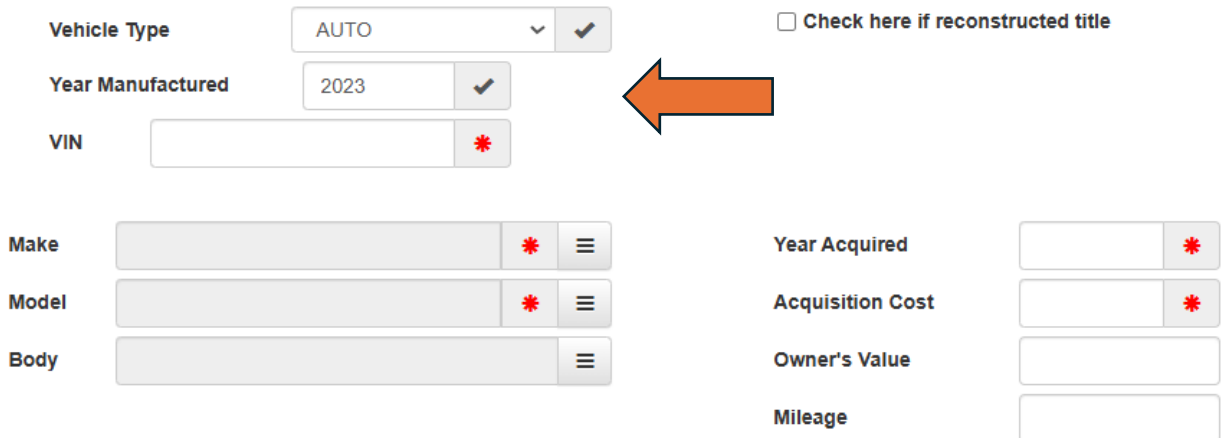
*Older vehicles may require a photo.

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



The screenshot shows a table with columns: #, Type, Make, Model, Year, ID/VIN, Acq. Cost, Owner's Value, and Reconstructed ... The first row is highlighted in blue and contains the number '1'. Below the table is a navigation bar with a '1' in a blue box and '1 - 1 of 1 items' on the right. Above the table are two buttons: 'Add new asset' and 'Remove Asset'. An orange arrow points down to the 'Add new asset' button.

Enter information for Asset # 1:



The form contains the following fields:

- Vehicle Type: AUTO (dropdown), with a checkmark icon.
- Year Manufactured: 2023 (dropdown), with a checkmark icon.
- VIN: (text input), with a red asterisk icon.
- Make: (text input), with a red asterisk icon and a menu icon.
- Model: (text input), with a red asterisk icon and a menu icon.
- Body: (text input), with a menu icon.
- Year Acquired: (text input), with a red asterisk icon.
- Acquisition Cost: (text input), with a red asterisk icon.
- Owner's Value: (text input).
- Mileage: (text input).

There is a checkbox labeled 'Check here if reconstructed title' which is currently unchecked. An orange arrow points to the Year Manufactured field.

10. 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.)**

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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

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

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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

DOGS

Add New Dog

#	Dog's Name	Age	Sex	Color	Hair Length	Breed
1						

1 - 1 of 1 items

Enter information for Dog # 1:

Dog's Name

Age Sex

Color

Hair Length

Breed

Previous Cancel Filing Next

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

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

DOG FEES

MORGAN COUNTY FEES:

District	Tag Fee	Vicious Dog Fee
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

13. 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.

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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

Goats

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

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

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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

Signed *

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

Asset Listing
Current Attachments:
Filename Size (kb)
Attach more files for this category:

Attachments
Current Attachments:
Filename Size (kb)
Attach more files for this category:

Military Orders
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.
Current Attachments:
Filename Size (kb)
Attach more files for this category:

Property List
Current Attachments:
Filename Size (kb)
Attach more files for this category:

Vehicle Photo
Current Attachments:
Filename Size (kb)
Attach more files for this category:

16. 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.

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Available Filings My Filings Message Center **127** Account Sign Out

Contact Info **!** 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

CLICK BELOW TO SUBMIT YOUR APPLICATION

