

# 2012 Tax Year Individual Personal Property Report Instructions

By taking a few minutes now to complete the attached report you will avoid a 6% penalty and accrued interest, be eligible for a 2½% discount on your 2012 bill, and reduce the time it takes to renew your vehicle registration each year.

*Whether visited by a deputy or not, all persons must report to the assessor all personal property owned as of July 1, 2011. This can be done in the ways listed below.*

## 4 Ways to Report Personal Property

1. Complete the attached report and return it in the enclosed envelope prior to October 1st. If received after October 1st you must return the completed form within 10 days of its receipt.

*To comply with state guidelines, a signed report is required to be on file. Therefore, we cannot accept assessments by phone.*

2. Visit the courthouse and report the information to Assessor's Office personnel.
3. Taking the form to any high mileage checkpoint held weekly each summer. (schedule enclosed)
4. You can now complete a form online by visiting the Assessor's website, [www.marcoassessor.org](http://www.marcoassessor.org).

## Remember to Sign & Date the Report

*If you were assessed last year, the personal property you owned is listed. Mark through any property you did not own as of July 1, 2011 and then list any changes in the sections provided. If no property is listed, you were not assessed last year and must complete each section for property owned as of July 1, 2011.*

**Taxpayer Information** - List any changes in name, address, district, telephone number, and sign at the bottom where indicated.

**Vehicles** - Include make, model, year, and licence plate number. You may be eligible for a high mileage discount on one or more of your vehicles. Refer to the high mileage certification on side 2 of the personal property form.

**Mobile Homes** - Complete this section if you own a mobile home that sits on land that you do not own. List the year, size, and trade name.

**Dog Tax** - If you own a dog(s), complete this section as outline. Refer to the back of this sheet for the fee per dog and instructions for receiving your tag(s) by mail.

**that's all it takes!**

Marshall County Assessor  
P.O. Box 554 • Moundsville, WV 26041

# Dog Tax • Licenses & Fees

To determine the amount owed and to receive your license(s) in the mail, complete the steps below.

**IT'S QUICK**  
**IT'S EASY**  
**IT'S THE LAW**

It is against the law to own an unlicensed dog. Violators will be reported to the Sheriff and the Dog Warden.

## The 4 Steps to Receive Your License(s)

1. Refer to the Tax District number at the top right corner of the first page of your Individual Personal Property.
2. Match the number of your Tax District to the fee schedule below.
3. Multiply the number of dogs you own by the fee per license.
4. Submit a check payable to the Marshall County Assessor, along with your completed Personal Property Report.

Tax District	License(s) Required	Fee/Tax Per Dog
01	Male/Spayed Female	\$4.00
01	Female	\$5.00
02	Each Dog	\$6.00
03	Each Dog	\$3.00
04	Each Dog	\$3.00
05	Each Dog	\$3.00
06	Male/Spayed Female	\$4.00
06	Female	\$5.00
07	Each Dog	\$3.00
08	Each Dog	\$4.00

Tax District	License(s) Required	Fee/Tax Per Dog
09	Each Dog	\$3.00
11	Male/Spayed Female	\$4.00
11	Female	\$5.00
12	Each Dog	\$3.00
13	Each Dog	\$3.00
14	Each Dog	\$3.00
15	Each Dog	\$3.00
16	Male/Spayed Female	\$4.25
16	Female	\$5.00