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

C	lick <u>New User? Create</u> <u>an Account</u> You will be instructed to provide an email and create a password to create the account	Once email and password are entered click <u>Register</u>
er	× +	
//Smartfile_Test/	Pub/Account/Register	
	🐝 SmartFile	You will receive a registration email and will need to click the link
	Account Registration	in the email to complete the 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 <u>https://smartfile.ias.wvtax.gov/</u> 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.

🐝 SmartFile			

Available Filings

To create a new filing, click on a filing type below. 2026 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 Wood counties ONLY.

🐝 SmartFile

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 11	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:	KANAWHA	~
AND		
Account Number:		
OR		
Owner Name:	smith	
Search		

Search Results

	ACCOUNT #	OWNER	
Start Filing		1	*
Start Filing			
Start Filing			
Start Filing		4	
Start Filing		<u></u>	

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 C	enter 11 Account Sign O	ut	
Contact Info Current Property Vehicles	Aircraft Mobile Homes	Real Estate Owned Real Estat	te Improvements
Real Estate Other Mobile Homes on Your La	nd Dogs Dog Fees Si	heep and Goats Declaration	Attachments Submit

5. 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 Messag	e Center 11 Account Sign Out	
Contact Info Current Property Vehicle	es Aircraft Mobile Homes Real Estate	e Owned Real Estate Improvements
Real Estate Other Mobile Homes on You	Land Dogs Dog Fees Sheep and G	ooats Declaration Attachments Submit
CONTACT INFORMATION		
		Account #: Tax Year: 2026
		Need Help
The following is a complete and accurate report District of: 19 Town/City of:	of all property owned by the undersigned at this loo	cation on July 1, 2025 Located in the County of KANAWHA
(PP11) OWNER NAME AND MAILING A	ADDRESS
OWNER NAME:		
SMITH		
SMITH		
MAILING ADDRESS:		
	~	Street ~
	✓ Unit No.	
SOUTH CHARLESTON	WV 25309	Postal Code 2

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

			10.	
	SOUTH CHARLESTON	WV	25309	Postal Code 2
PHONE:	(304)768-7048	EXT.		
	Check here if primary owner info	mation is different than ma	illing name and address	
				Cancel Filing Next
		@ 2025 T	ler Technologies	

7. 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.

🐝 SmartFile		
Available Filings My Fi	Help ×	
	For further information please consult :	
Contact Info Current Pro	Title 110 Legislative Rule	provements
Real Estate Other Mobi		achments Submit
CONTACT INFOR		
	Close	
	Ta	Vear: 2025
		Need Help?

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.



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.**

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A	Available Filings My Filings Message Center (1) Account Sign Out									
Со	Contact Info Current Property Vehicles Aircraft Mobile Homes Real Estate Owned Real Estate Improvements									
Re	al Estate O	ther Mo	bile Homes on Yo	ur Land Dogs	Dog Fees Sheep and Go	ats Declaration A	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 posset ion										
<u>you</u> #	Year	Year A	Make	Model	Description	VIN	Value	Remove?		
1	2003		CHEVROLET	SILVERADO 1500	CHEVROLET TRUCK SILVERADO 1500					
2	1978		MFG	B-14	MFG B-14					
3	1977		TRLR	BT00	TRLR BT00					
4	2002		HUGH	TRLR	HUGH TRLR					
5	1978		PLAY	C-00	PLAY C-00					
6	1986		LOWE	B-14	LOWE B-14					
7	1991		ROLC	BT14	ROLC BT14	7				
8	2015		HONDA	ACCORD	HONDA ACCORD SEDAN 4D EX 2.4L 14 AUTO			~		
M	▲ 1	► H						1 - 8 of 8 items		
Pre	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.)

	/EHICLES									
ד פ ע ע ע ע ע ע	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 dd' for each new vehicle to add it to the list.									
	Add new asset	Remove Asset								
	# Туре	Make	Model	Year	ID/VI	1	Acq. Cost	Owner's Value	Reconstructed	
	1								÷	
	H 4 1 ►	M							1 - 1 of 1 items	
E	inter information for Vehicle	Asset # 1:	AUTO		× *	C] Check here if r	econstructed title		
	Year M VIN	anufactured	2023	*						
	Make				• =	Y	ear Acquired		*	
	Model			*	• =	A	cquisition Cost		*	
	Body				≡	c	wner's Value			
						N	lileage			

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.)

🐝 Sm	nartFile								
Available	e Filings My	Filings Messa	age Center 11	Accour	nt Sign	Out			
Contact Ir	nfo Current F	^p roperty Vehi		aft 🛛 📩	<i>Mobile</i> Hor	nes Real Est	ate Owned	Real Estate	Improvements
Real Esta	ite Other Mo	bile Homes on Yo	our Land Dog	js Dog) Fees	Sheep and Goa	ts Decla	ration Attac	chments Submit
MOBIL	E HOMES	6							
List house belocition and en	e trailers, mo ck 'Add' for e clicking 'Rem	dular homes, ach new struc nove' will remo	manufactured ture to add it ove this from o	homes to the lis	, etc., ov st. If ther rds.	vned on July e is a structu	1. If you o re listed th	wn any of th lat you no-lo	ese that are not listed nger own, selecting it
Add	Delete								
# Year	Make	Model	VIN	Length	Width	Purchased	Cost	Use	Landowner Name
1									
H 4	1 🕨 🕨								1 - 1 of 1 items
Previous									Cancel Filing Next

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

Available Filings My Fi	ilings Message Center (1 Accour	nt Sign Out			
Contact Info Current Pr	operty Vehicles 0	Aircraft 😐 🕴	Nobile Homes R	eal Estate Owned	Real Estate Imp	rovements
Real Estate Other Mob	lle Homes on Your Land	Dogs Dog	Fees Sheep an	nd Goats Declar	ation Attachm	ents Submit
OGS						
4						
Add New Dog						
Dog's Name	Age		Sex	Color	Hair Length	Breed
1						
н н 1 н н						1 - 1 of 1 ite
н с 1 р р						1 - 1 of 1 lte
er information for Dog # 1:						1 - 1 of 1 ite
H 4 1 F H	1					1 - 1 of 1 ite
er information for Dog # 1: Dog's Name Age	1		Sex			1 - 1 of 1 lte
K 4 1 F K Her information for Dog # 1: Dog's Name Age Color	1		Sex			1 - 1 of 1 lte
K K I K K ter information for Dog # 1: Dog's Name Age Color Hair Length	1		Şex			1 - 1 of 1 ite
Iter information for Dog # 1: Dog's Name Age Color Hair Length Breed	1		Sex			1 - 1 of 1 ite
He d 1 F H Herinformation for Dog # 1: Dog's Name Age Color Hair Length Breed			Sex			1 - 1 of 1 ite

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

KANAWHA COUNTY FEES		
NAMANIA COONTITIEES.	4	4
District	Tag Fee	Vicious Dog Fee
Big Sandy District	\$3.00	\$10.00
Clendenin Corp	\$3.00	\$10.00
Cabin Creek District	\$3.00	\$10.00
Cedar Grove Corp	\$3.00	\$10.00
East Bank Corp	\$3.00	\$10.00
Glasgow Corp	\$3.00	\$10.00
Montgomery Corp	\$3.00	\$10.00
Pratt Corp	\$3.00	\$10.00
Charleston South Annex Corp	\$6.00	\$10.00
Charleston North Corp	\$6.00	\$10.00
Charleston East Corp	\$6.00	\$10.00
Charleston West Corp	\$6.00	\$10.00
Kanawha City Corp	\$3.00	\$10.00
15th Ward Corp	\$3.00	\$10.00
Elk District	\$3.00	\$10.00
Jefferson District	\$3.00	\$10.00
St Albans Corp	\$6.00	\$10.00
Spring Hill Corp	\$3.00	\$10.00
Louden District	\$3.00	\$10.00
Chesapeake Corp	\$3.00	\$10.00
Marmet Corp	\$3.00	\$10.00
South Charleston Corp	\$6.00	\$10.00
Malden District	\$3.00	\$10.00
Poca District	\$3.00	\$10.00
Union District	\$3.00	\$10.00
Dunbar Corp	\$6.00	\$10.00
Nitro Corp	\$6.00	\$10.00
Washington District	\$3.00	\$10.00
Belle Corp	\$3.00	\$10.00
Smithers Corp	\$3.00	\$10.00
Handley Corp	\$3.00	\$10.00
Town of Jefferson	\$3.00	\$10.00

14. 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 11 Account Sign Out	
Contact Info Current Property Vehicles Aircraft Mobile Homes Real Estate Owned Real Estate In	nprovements
Real Estate Other Mobile Homes on Your Land Dogs () Dog Fees Sheep and Goats Declaration Attac	chments Submit
SHEEP AND GOATS	
List number of sheep and goats of breeding age:	
Sheep 2 Goats	
A \$1.00 fee should be included for each sheep or goat head.	
Click here to calculate total fee	
KANAWHA COUNTY FEES:	
Fees can be paid using the following payment link: https://kanawhacountywv.governmentwindow.com/	
Previous	Cancel Filing Next

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

SmartFile	
Available Filings My Filings Message Center 11 Account Sign Out	
Contact Info Current Property Vehicles Aircraft Mobile Homes Real Estate Owned Real E	Estate Improvements
Real Estate Other Mobile Homes on Your Land Dogs 9 Dog Fees Sheep and Goats Declaration	Attachments Submit
Signed *	
Previous	Cancel Filing Next

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

Accet Listing			
Asset Listing			
Filename	Size (kb)		
Attach more files for this category:			
Select files			
Attachments			
Current Attachments: Filename	Size (kb)		
Attach more files for this category:			
Select files			
Military Orders			
If your domicile is in WV and you are activ of one vehicle. A copy of your military order	e duty stationed outside WV and your vehicles are in your possession you may ers must be attached to this filing.	qualify for an exe	emption
Current Attachments: Filename	Size (kb)		
Attach more files for this category:			
Select files			
Property List			
Current Attachments:			
Filename	Size (kb)		
Attach more files for this category:			
Select files			
Vehicle Photo			
Current Attachments:			
Filename	Size (kb)		
Attach more files for this category:			
Select files			
Previous		Cancel Filing	Next
		2 arrow r milig	- Trond

17. 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.

