

BERKELEY COUNTY ASSESSOR'S OFFICE
400 West Stephen Street, Suite 106
Martinsburg, WV 25401
Telephone: (304) 264-1904 Fax: (304) 262-8484

Personal Property Authorization Form

We will require a valid ID for both Taxpayer & Taxpayer Representative.

I (Taxpayer): _____ give permission
for (Taxpayer Rep): _____ to act on
my behalf in handling all matters with my Personal Property Account.

Taxpayer's Current
Mailing Address:

Taxpayer's Phone #:

Taxpayer Signature: _____

Date: _____

Taxpayer Representative Signature: _____

Date: _____

In order to generate your bills, we will need to know what vehicles (year, make, model & vin) you had previously and have currently.

Note: If you had or have any boats, campers, utility trailers etc. we will also need model #, series & size.

*****SEE REVERSE SIDE OF PAPER TO LIST VEHICLE INFORMATION*****

The following tax year bills below are what you are currently missing.

In order to generate your bills, we will need to know what vehicles (year, make, model & vin) you had as of the following dates listed.

Note: If you had any boats, campers, utility trailers etc. we will also need model #, series & size.

PLEASE PRINT CLEARLY

____ 2026 _____ bill based on what vehicles you had July 1st ____ 2025 _____

_____	_____
_____	_____
_____	_____

____ 2025 _____ bill based on what vehicles you had July 1st ____ 2024 _____

_____	_____
_____	_____
_____	_____

____ 2024 _____ bill based on what vehicles you had July 1st ____ 2023 _____

_____	_____
_____	_____
_____	_____

____ 2023 _____ bill based on what vehicles you had July 1st ____ 2022 _____

_____	_____
_____	_____
_____	_____

____ 2022 _____ bill based on what vehicles you had July 1st ____ 2021 _____

_____	_____
_____	_____
_____	_____