# 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.


Click **New User? Create an Account**

You will be instructed to provide an email and create a password to create the account

Once email and password are entered click **Register**

You will receive a registration email and will need to click the link in the email to complete the account registration.

/Smartfile_Test/Pub/Account/Register
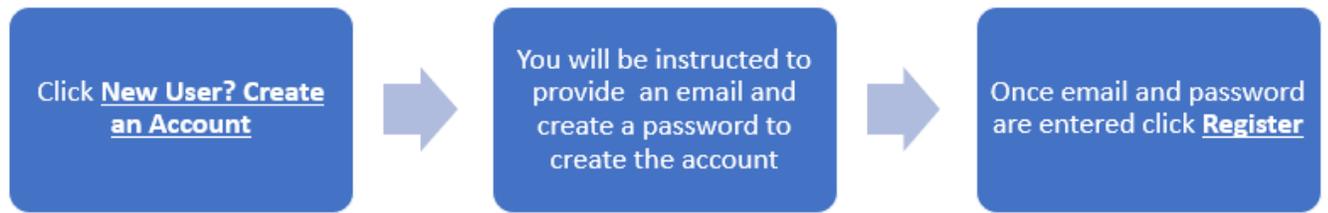
SmartFile

Account Registration

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

Email

[redacted]@wv.gov

Password

••••••••

8-character minimum; case-sensitive

Register

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

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.

SmartFile

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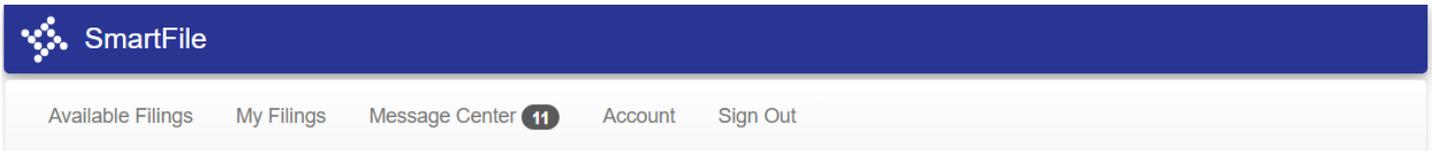
Available Filings

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

NEW ACCOUNTS ONLY 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.

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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.

4. 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.

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

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

7. 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.
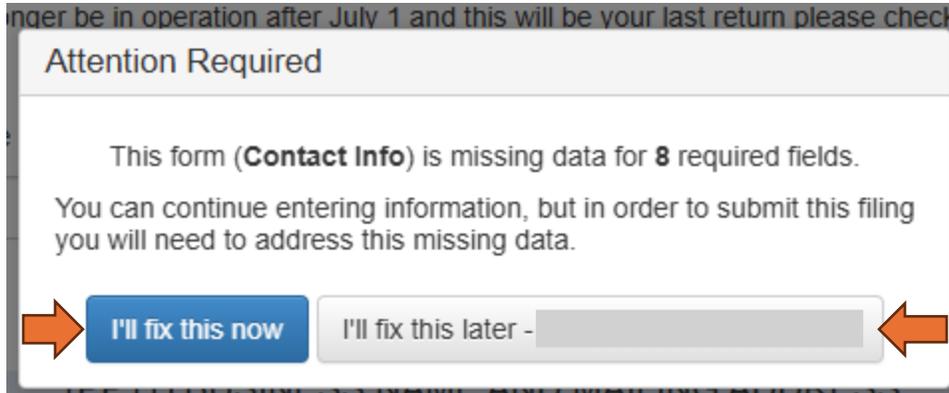
8. If you have any questions about a section, you can click help and will be provided detailed information on how to complete that section of the return.
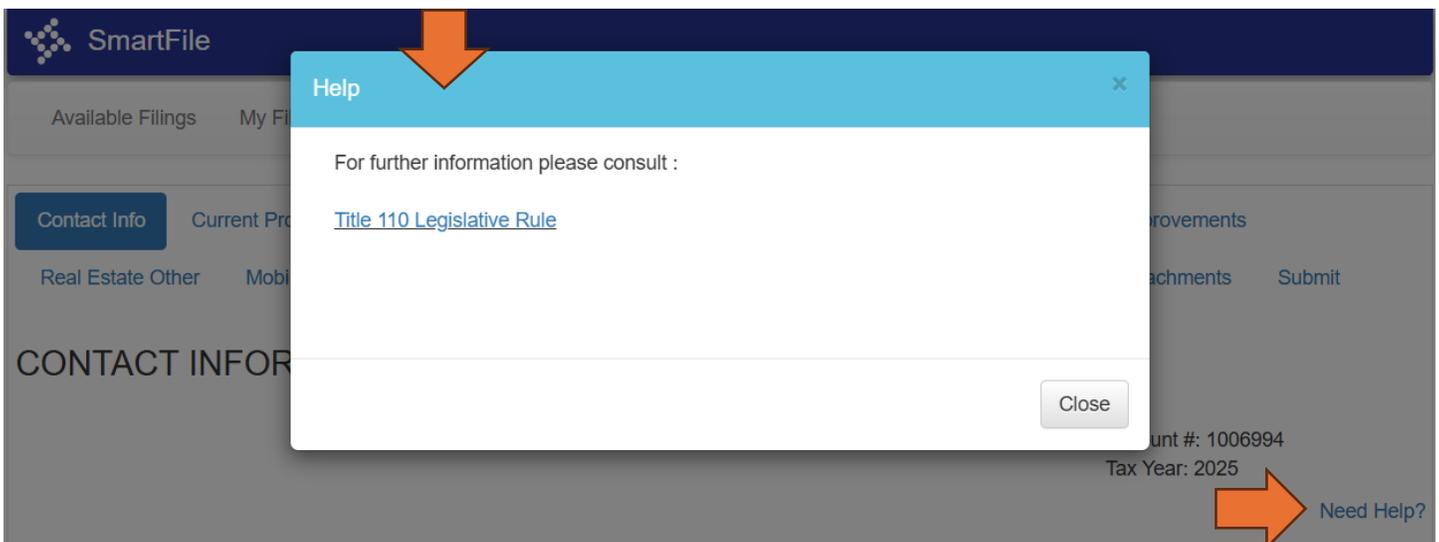
9. Each section will have a brief description of what type of asset you need to report. You can add and remove assets as needed in each area. Once you have entered your information click next at the bottom. If you don't have any assets to report in a specific section, you will click next to skip to the 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

10. 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.

| | Add new asset | Remove Asset | | | | | | |
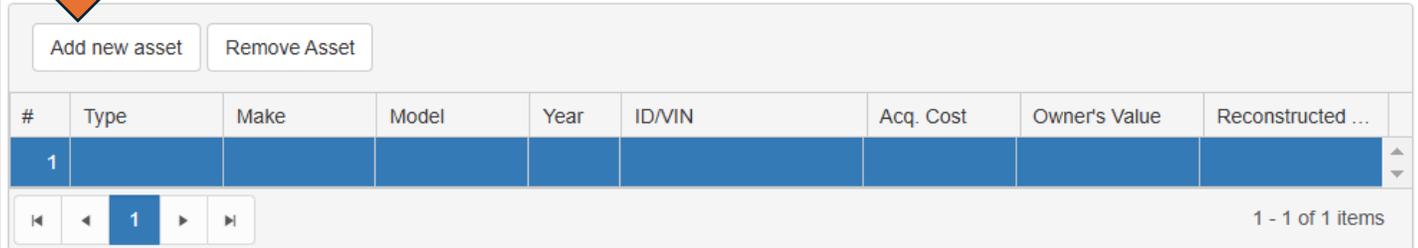
#	Type	Make	Model	Year	ID/VIN	Acq. Cost	Owner's Value	Reconstructed ...
1								

|◄ | ◄ | 1 | ► | ►| | | 1 - 1 of 1 items |

Enter information for Asset # 1:
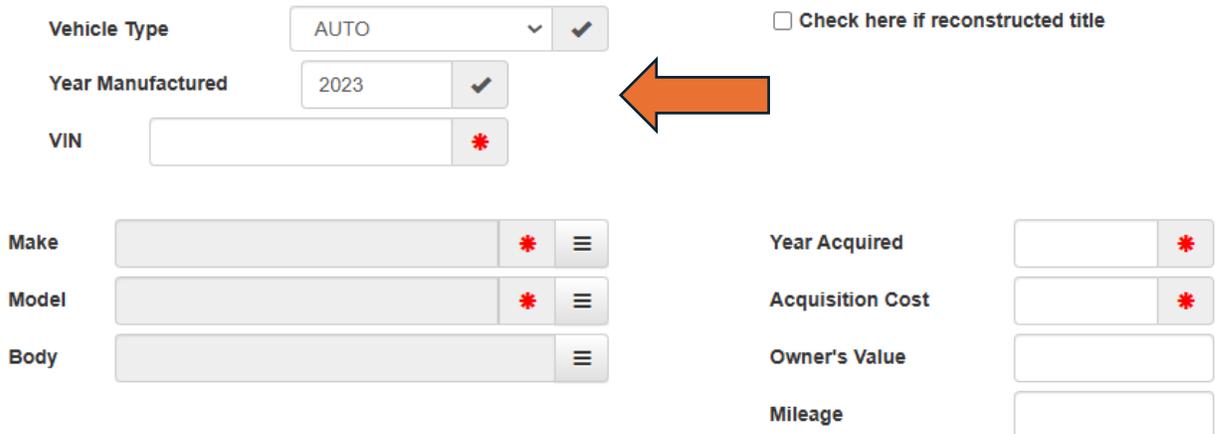
Vehicle Type	AUTO ✔	☐ **Check here if reconstructed title**
Year Manufactured	2023 ✔	
VIN	✳	

Make		✳ ☰	**Year Acquired**		✳
Model		✳ ☰	**Acquisition Cost**		✳
Body		☰	**Owner's Value**		
			Mileage		

11. 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.)**

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

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

12. 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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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   [2]

Goats   [   ]

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

[Click here to calculate total fee]

Total Fee: $2

KANAWHA COUNTY FEES:

Fees can be paid using the following payment link: https://kanawhacountywv.governmentwindow.com/

[Previous]   [Cancel Filing] [Next]

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

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

15. 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.
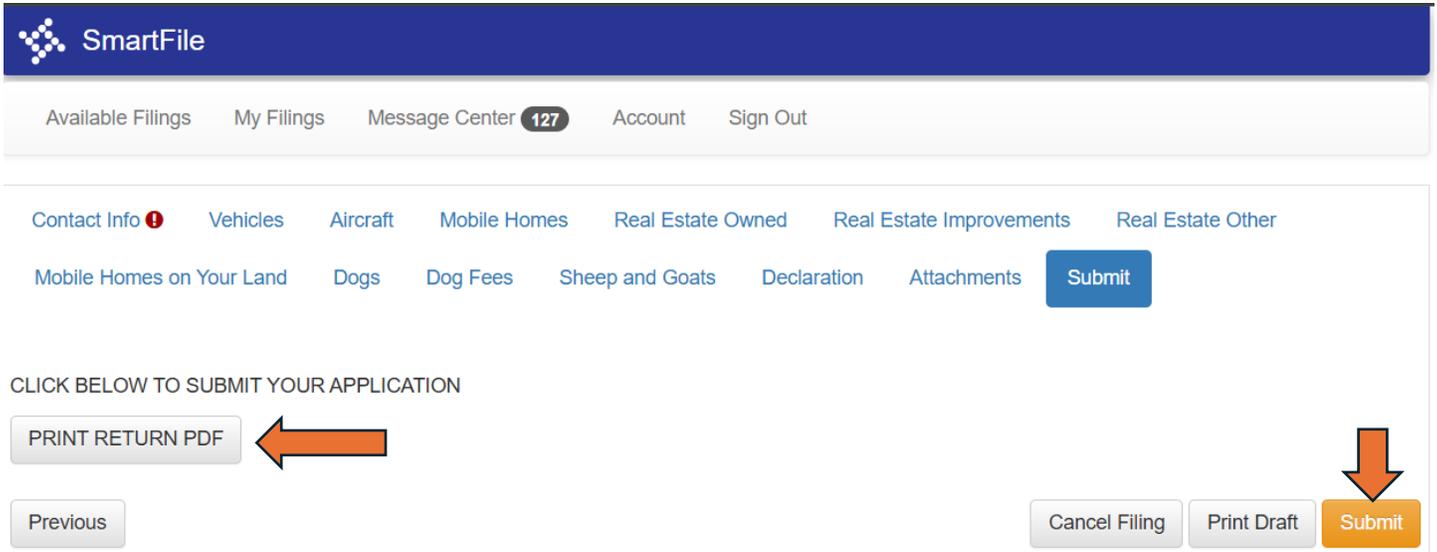
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Contact Info ❗   Vehicles   Aircraft   Mobile Homes   Real Estate Owned   Real Estate Improvements   Real Estate Other

Mobile Homes on Your Land   Dogs   Dog Fees   Sheep and Goats   Declaration   Attachments   **Submit**

CLICK BELOW TO SUBMIT YOUR APPLICATION

PRINT RETURN PDF

Previous   Cancel Filing   Print Draft   Submit