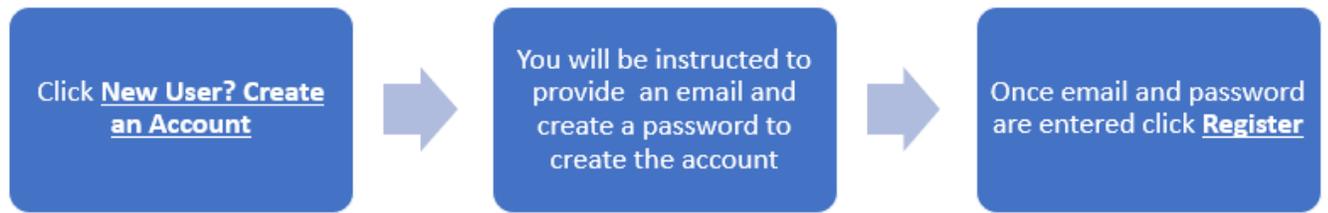


# Smartfile- Individual Personal Property Filing New Filer

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.



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

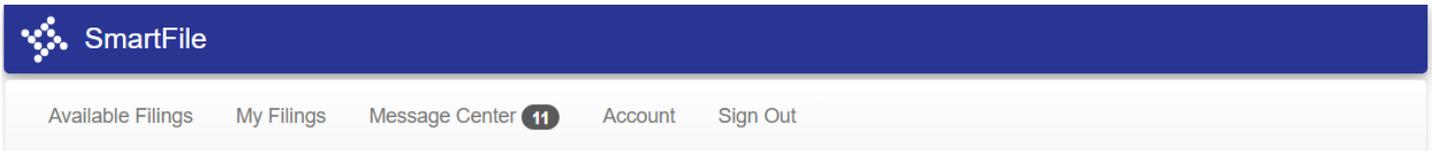
You will receive a registration email and will need to click the link in the email to complete the account registration.

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.



## Available Filings

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



## 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.**

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.

SmartFile

Available Filings My Filings Message Center 11 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: 2026 [Need Help?](#)

The following is a complete and accurate report of all property owned by the undersigned at this location on July 1, 2025 Located in the County of:

[Dropdown menu with red asterisk (\*)]

(PP11) OWNER NAME AND MAILING ADDRESS

OWNER NAME:

[Input field with red asterisk (\*)]

[Input field]

MAILING ADDRESS:

[Input field] No. [Dropdown] Street [Dropdown] [Dropdown]

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

[Dropdown menu] UNIT NO. [Dropdown menu]

SOUTH CHARLESTON WV 25309 Postal Code 2

PHONE: (304)768-7048 EXT. [Input field]

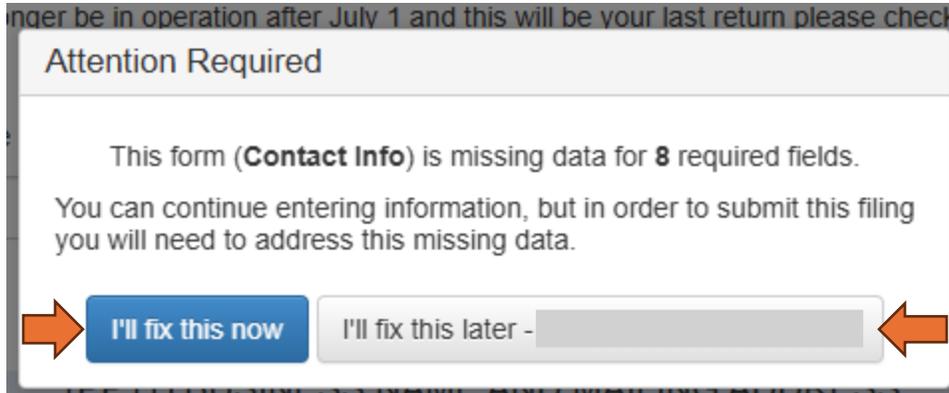
Check here if primary owner information is different than mailing name and address

Cancel Filing Next

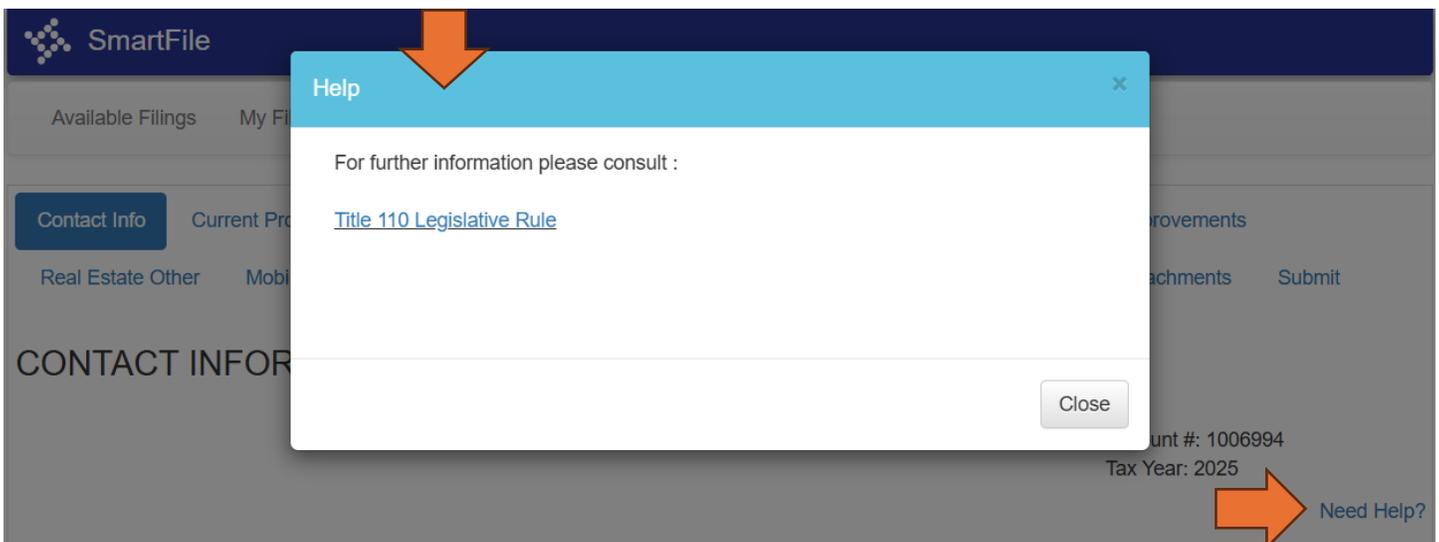
6. Your progress will automatically save after clicking next to advance to a new section



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.)**

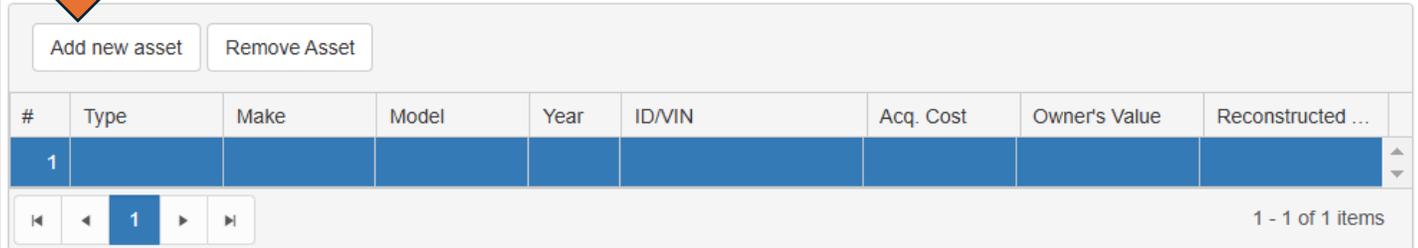
## VEHICLES

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.**

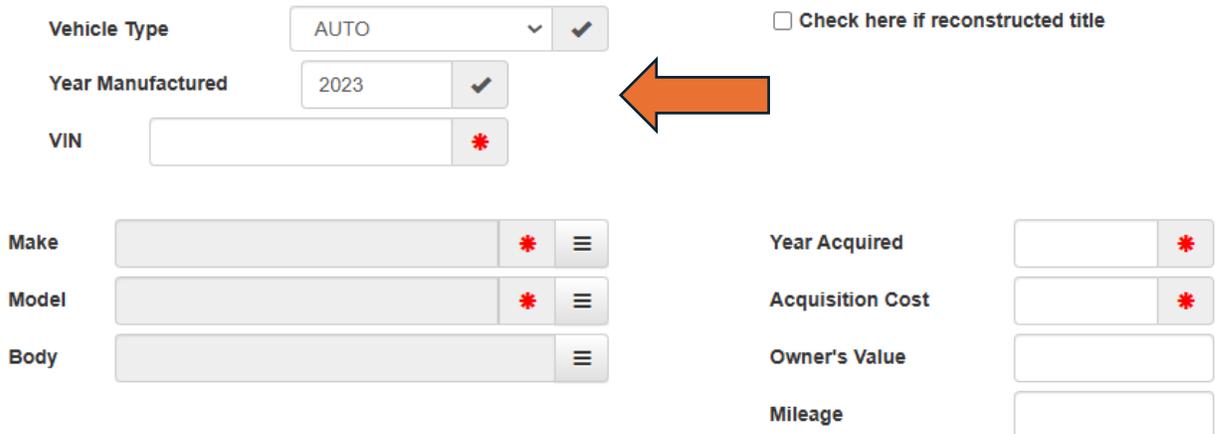
\*Older vehicles may require a photo.

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



#	Type	Make	Model	Year	ID/VIN	Acq. Cost	Owner's Value	Reconstructed ...
1								

Enter information for Asset # 1:



Vehicle Type: AUTO ✓

Year Manufactured: 2023 ✓

VIN: \*

Make: \*

Model: \*

Body: \*

Year Acquired: \*

Acquisition Cost: \*

Owner's Value: \*

Mileage: \*

Check here if reconstructed title

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.)**

SmartFile

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

### 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

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

SmartFile

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

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

### DOG FEES

**KANAWHA COUNTY FEES:**

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

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

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.

**SmartFile**

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

## 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: \$2

**KANAWHA COUNTY FEES:**

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

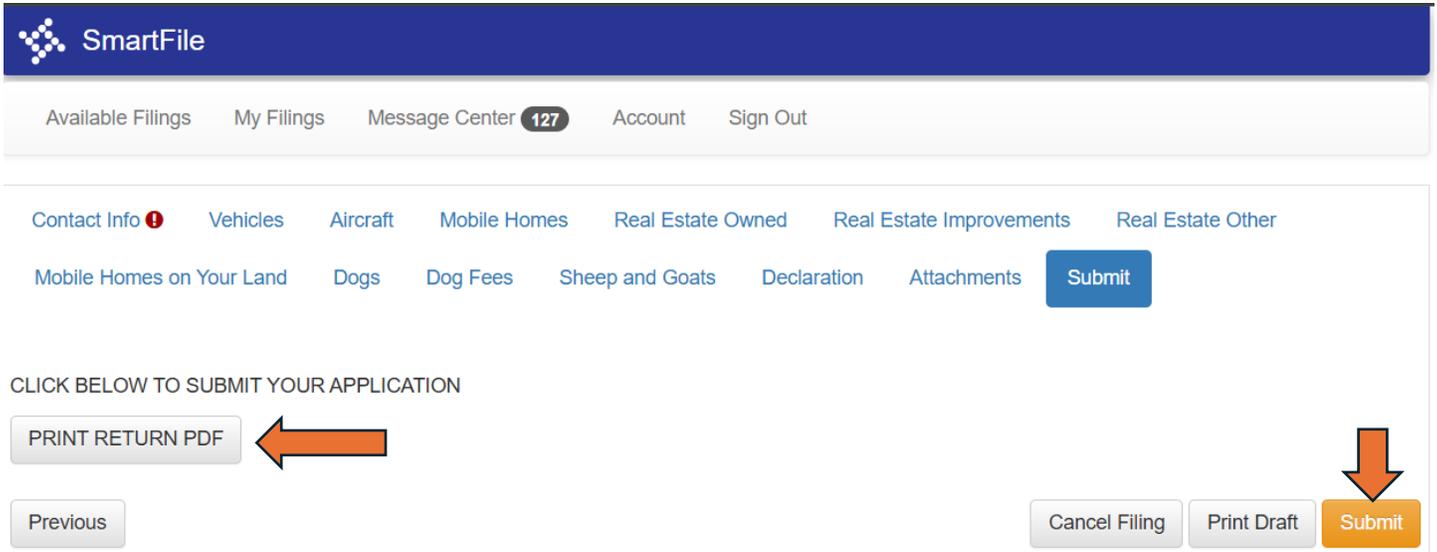
13. In the Declaration section of the return, you will digitally sign the return prior to submitting.

The image shows the SmartFile web interface. At the top is a dark blue header with the SmartFile logo. Below the header is a navigation bar with links: Available Filings, My Filings, Message Center (with a notification badge of 11), Account, and Sign Out. A secondary navigation bar contains various categories: Contact Info, Current Property, Vehicles (with a red exclamation mark), Aircraft (with a red exclamation mark), Mobile Homes, Real Estate Owned, Real Estate Improvements, Real Estate Other, Mobile Homes on Your Land, Dogs (with a red exclamation mark), Dog Fees, Sheep and Goats, Declaration (highlighted in a blue box), Attachments, and Submit. Below this is a 'Signed' label followed by a text input field containing a vertical bar. To the right of the input field is a red asterisk icon. A large orange arrow points from the right towards the asterisk icon. At the bottom of the interface are three buttons: 'Previous' (disabled), 'Cancel Filing' (disabled), and 'Next' (active).

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

The image shows the 'Attachments' section of the SmartFile interface. It is divided into five categories, each with a 'Current Attachments' table and an 'Attach more files for this category:' button. The categories are: Asset Listing, Attachments, Military Orders, Property List, and Vehicle Photo. Each category's 'Current Attachments' table has columns for 'Filename' and 'Size (kb)'. The 'Attach more files for this category:' button is a light gray box with the text 'Select files...'. At the bottom of the interface are three buttons: 'Previous' (disabled), 'Cancel Filing' (disabled), and 'Next' (active).

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.



The image shows a screenshot of the SmartFile web interface. At the top is a dark blue header with the SmartFile logo and name. Below this is a navigation bar with links for Available Filings, My Filings, Message Center (with a notification badge of 127), Account, and Sign Out. A secondary navigation bar contains various categories: Contact Info (with a red exclamation mark), 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, and a prominent blue Submit button. Below the navigation is the instruction "CLICK BELOW TO SUBMIT YOUR APPLICATION". At the bottom, there are four buttons: Previous, PRINT RETURN PDF (with a large orange arrow pointing left to it), Cancel Filing, Print Draft, and Submit (with a large orange arrow pointing down to it).