

BERKELEY COUNTY ASSESSOR'S OFFICE

400 WEST STEPHEN STREET SUITE 106 MARTINSBURG WV 25401
TELEPHONE (304) 267-5058 or (304) 267-5059 FAX (304) 262-8484

TAX YEAR 2025 TRANSIENT VENDORS ASSESSMENT FORM (SUBSTITUTE FOR STC 12:32C)

Name (Last, First, MI) _____ Telephone _____

Business Name _____ Telephone _____

Mailing Address _____

Enter value and brief description of goods/merchandise to be sold _____

Vendor's total cost of all inventory \$ _____

(Vendor's Signature)

(Date)

THE FILING DEADLINE IS September 1ST 2025

WEST VIRGINIA PROPERTY TAX LAW REQUIRES ANY INDIVIDUAL OR FIRM IN ANY TRADE OR BUSINESS TO MAKE A WRITTEN REPORT ANNUALLY TO THE COUNTY ASSESSOR WITHIN THE COUNTY THE BUSINESS IS LOCATED/CONDUCTED. THE REPORT MUST SHOW THE COST OF INVENTORY AS OF JULY 1ST, 2025.

THE ASSESSED VALUE WILL BE SIXTY PERCENT (60%) OF THE REPORTED INVENTORY COST. THE ASSESSED VALUE IS MULTIPLIED BY THE APPROPRIATE TAX LEVY RATE, TO GET YOUR ASSESSED TAX FIGURES FOR 2024, BUSINESS PERSONAL PROPERTY TAX (see example). THE TAX LEVY RATES USED IN THIS CALCULATION WILL BE ESTABLISHED BY THE LEVYING BODIES IN APRIL OF 2024. THE SUBSEQUENT TAX STATEMENTS WILL THEN BE ISSUED IN MID-JULY, 2024.

EXAMPLE

USING THE CURRENT TAX RATE FOR THE CITY OF MARTINSBURG—3.1160 PER \$100 ASSESSMENT--AND A REPORTED INVENTORY COST OF \$1000, THE TAX AMOUNT WOULD BE CALCULATED AS FOLLOWS:

$\$1000 \times 60\% = \600 ASSESSMENT
 $\$600 \times 3.1160 = \18.70 TAX AMOUNT CITY RATE AND $\$600 \times 2.4316 = \14.59 COUNTY RATE

DO NOT SEND PAYMENTS WITH THIS FORM