

# LOUDOUN COUNTY SERVICEMEMBER REQUEST FOR PERSONAL PROPERTY TAX EXEMPTION

**GOVERNMENT CENTER**  
1 Harrison St. SE 1<sup>ST</sup> Floor  
Leesburg, VA 20175-3102

**ROBERT S. WERTZ, JR.**  
**Commissioner of the Revenue**  
P.O. Box 8000, MSC 32, Leesburg, VA 20177-9804  
(703) 777-0260    [ppdcor@loudoun.gov](mailto:ppdcor@loudoun.gov)

**LOUDOUN TECH CENTER**  
21641 Ridgetop Cir. Ste. 100  
Sterling, VA 20166-6597

This form is to be used by active-duty military personnel or their spouse to request an exemption from Loudoun County personal property tax on their vehicles.

<b>SERVICEMEMBER INFORMATION</b>	
Servicemember's Full Legal Name:	Social Security Number:
Mailing Address:	City, State & Zip Code:
Loudoun Street Address:	City, State & Zip Code:
Domicile Street Address:	City, State, & Zip Code:
Date Vehicle Brought to Loudoun County:	Daytime Phone Number:
State Current Driver's License Issued:	State Where Registered to Vote:
State Where Income Tax Return Is Filed:	Email Address:

<b>SPOUSE INFORMATION</b>	
Must be completed if property is jointly owned with the servicemember or solely titled in spouse's name.	
Spouse's Full Legal Name:	Social Security Number:
Mailing Address:	City, State & Zip Code:
Loudoun Street Address:	City, State & Zip Code:
Domicile Street Address:	City, State, & Zip Code:
Date Vehicle Brought to Loudoun County:	Daytime Phone Number:
State Current Driver's License Issued:	State Where Registered to Vote:
State Where Income Tax Return Is Filed:	Email Address:

I/We certify that the information contained on this form is complete and accurate and agree to supply supporting documentation related to my/our request, if necessary.

\_\_\_\_\_  
Servicemember's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

## **GENERAL INFORMATION**

Active-duty military personnel maintaining a legal domicile in a state other than Virginia who are residing in Loudoun County because of military orders qualify for an exemption from local vehicle personal property taxation in Loudoun County under the Servicemembers Civil Relief Act.

Vehicles titled solely in the name of a non-military spouse or jointly titled with a non-military spouse who is present in Virginia to be with the servicemember in compliance with the servicemember's military orders will also qualify for the personal property tax exemption as long as the residence is the same for both the servicemember and spouse. Vehicles registered with other owners are not eligible.

Vehicles leased by the qualifying servicemember and/or spouse are eligible for a tax credit from Virginia on the first \$20,000 of assessed value. The credit will be reflected on the personal property tax bill. Any remaining assessed value is fully taxable. This relief is available for personal use vehicles only and does not require an application.

Servicemembers who separate from the military should report their separation from active duty within 60 days of the date of separation to the Commissioner of the Revenue as the exemption from personal property taxes will no longer apply. A copy of the DD-214 is required. Vehicles will be subject to personal property tax beginning on the date of separation.

## **INSTRUCTIONS**

1. Complete and sign the form.
2. Return the form to the Commissioner of the Revenue's Office along with a copy of the following documents:
  - Current Leave and Earnings Statement (LES)
  - Vehicle Registration(s)
  - Military ID for the service member
  - Marriage Certificate or a copy of military ID for the spouse
  - Copy of military orders

The completed form and other documentation may be emailed to [ppdcor@loudoun.gov](mailto:ppdcor@loudoun.gov), faxed to 703-777-0263, or mailed to:

Commissioner of the Revenue  
PO Box 8000  
Leesburg, VA 20177-9804

For assistance, please contact the Commissioner of the Revenue's Personal Property Tax Division at [ppdcor@loudoun.gov](mailto:ppdcor@loudoun.gov) or 703-777-0260.