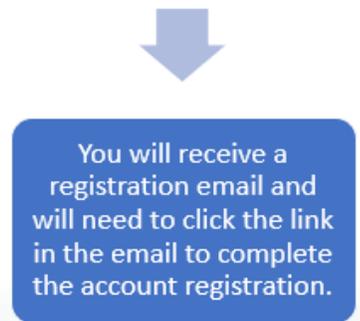
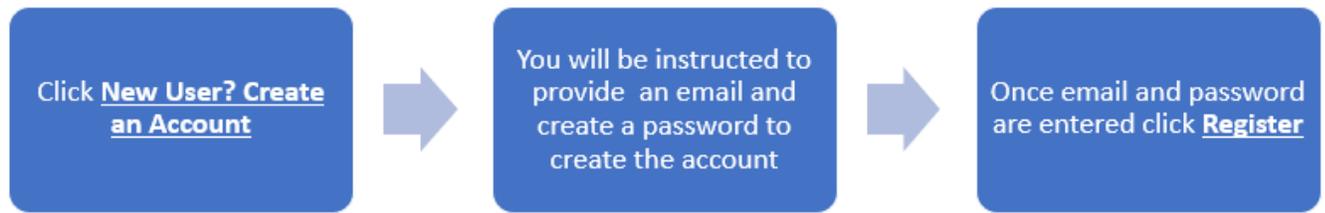


# Smartfile- Industrial Extension Filing

This document will provide a brief overview of how to file your Industrial Personal Property Return on our online portal.

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:



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

Register

Please note: If you do not receive the registration email, please contact the WV property tax division via email at [Samantha.k.smith@wv.gov](mailto:Samantha.k.smith@wv.gov).

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.

### [2026 Homestead Application](#)

Homestead and Address Change. Available for Cabell, Kanawha and Webster Counties ONLY. DEADLINE December 1, 2025.

### [2026 Personal Property Return - Industrial Personal Property Extension Request](#)

THIS FORM IS TO BE COMPLETED TO REQUEST AN EXTENSION ON FILING YOUR INDUSTRIAL PERSONAL PROPERTY RETURN. THIS MUST BE SUBMITTED BY AUG 15 AND WILL GRANT AN EXTENSION UNTIL SEPT 1, 2025.



[Available Filings](#)   [My Filings](#)   [Message Center](#) **130**   [Account](#)   [Sign Out](#)

## Industrial Personal Property Return Extension Request

THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN SEPTEMBER 1.

[Begin Filing](#)



3. After clicking begin filing you will need to complete the form providing your account number(s) and county where the business is located. Please Note: If you are filing an extension for a new account, please check the box indicating new account.

 SmartFile

Available Filings   My Filings   Message Center **130**   Account   Sign Out

**Account Info**   Submit

### BUSINESS INFORMATION

Account #: \_\_\_\_\_  
Tax Year: 2026

[Need Help?](#)

I am requesting a filing extension for my Industrial Personal Property Return that is due by July 1, 2025. This business is in the County of



Please enter account number for one or more accounts: 

  Check here if this is a new account with no account number on record

### BUSINESS NAME AND MAILING ADDRESS

**BUSINESS NAME:**



**DOING BUSINESS AS:**

4. Complete the required fields on the remainder of the form. (\*) are required fields.

**BUSINESS NAME AND MAILING ADDRESS**

**BUSINESS NAME:**

\*



**DOING BUSINESS AS:**

**CARE OF:**

**DESCRIBE BUSINESS BELOW:**

\*

**BUSINESS MAILING ADDRESS:**

No.   Street or PO BOX

Unit No.

City \*  State \*  ZIP1 \*  ZIP2

**PHONE:**

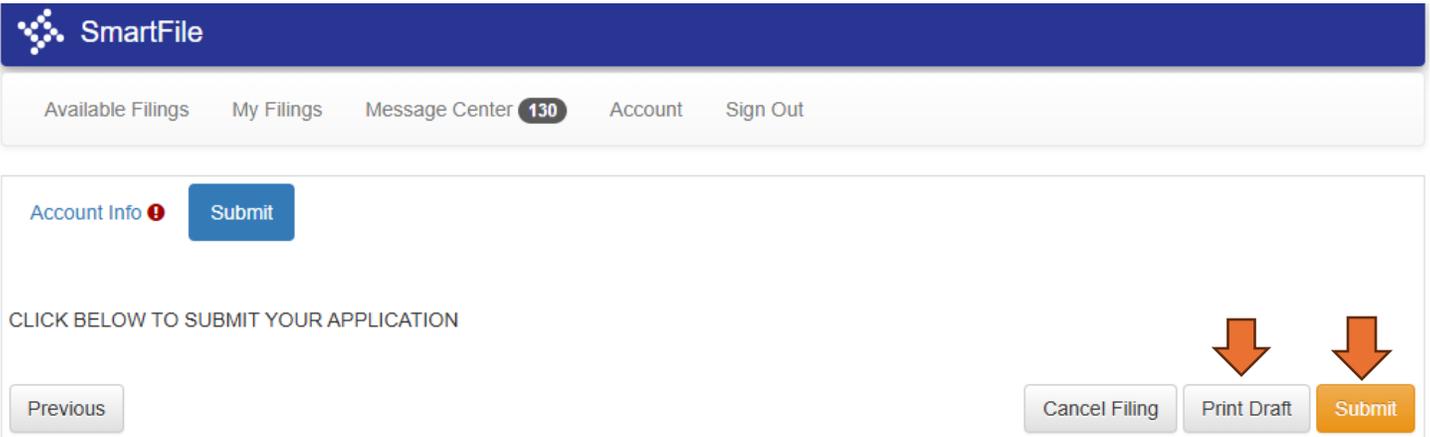
\* **EXT.**  **Email**  \*

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

**Please include the reason you are requesting an extension below:**

\*

5. After the form is completed click next to submit your extension request. On the Submit tab you can also print a copy of your request. Once you have submitted your request you will receive an email notification that your request was received, and you will also **receive an email notification if your extension request is approved.**



The image shows a screenshot of the SmartFile web application interface. At the top is a dark blue header with the SmartFile logo and name. Below the header is a light gray navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge showing '130'), 'Account', and 'Sign Out'. The main content area has a white background and contains a section for 'Account Info' with a red warning icon and a blue 'Submit' button. Below this, the text 'CLICK BELOW TO SUBMIT YOUR APPLICATION' is displayed. At the bottom of this section are three buttons: 'Previous' on the left, and 'Cancel Filing', 'Print Draft', and 'Submit' on the right. The 'Print Draft' and 'Submit' buttons have orange arrows pointing down above them, indicating they are the primary actions to be taken.