



County of Fairfax, Virginia

Requirements for Letters of Authorization **Personal Property and Business License Division**

Business owners represented by an agent/agency in matters involving the assessment of local business taxes must provide a letter of authorization to the Fairfax County Department of Tax Administration, as prescribed below:

- Must be signed by an owner of record, a general partner, or a corporate officer authorized to act on behalf of the business. A person identifying himself as an owner or officer of a business will be accepted as such, however, any misrepresentation on his part constitutes fraud. In conjunction with the signature, include the following:
 - Printed name of the authority signing the document
 - Title of the authority signing the document
 - Date of the signature*
 - Complete business contact information (address, phone number, email)
- Must be notarized, and preferably prepared on the business owner's letterhead.
- Must identify all of the following:
 - Owners of record or names of business entities represented
 - Fairfax County account numbers
 - Business locations within Fairfax County
 - Fairfax County property numbers (tangible personal property)
 - Fairfax County ordinance numbers (business license)
 - Tax years under appeal
 - Tax amount in dispute
 - Basis for appeal
 - Agents/agencies representing the business, including the name and contact information
 - Contact information
- Blanket letters of authorization, Xerox, or facsimile copies will not be accepted. Must be an original document addressed as follows:

Fairfax County Department of Tax Administration
Personal Property and Business License Division
12000 Government Center Parkway, Suite 261
Fairfax, Virginia 22035-0029

* All Letters of Authorization must be signed and dated within six months of their filing date with Fairfax County. Authorizations without a current date will not be accepted.

DEPARTMENT OF TAX ADMINISTRATION (DTA)
PERSONAL PROPERTY DIVISION
12000 Government Center Parkway, Suite 261
Fairfax, VA 22035
Phone: 703-222-8234
Fax: 703-324-3505; TTY: 703-222-7594
www.fairfaxcounty.gov/dta