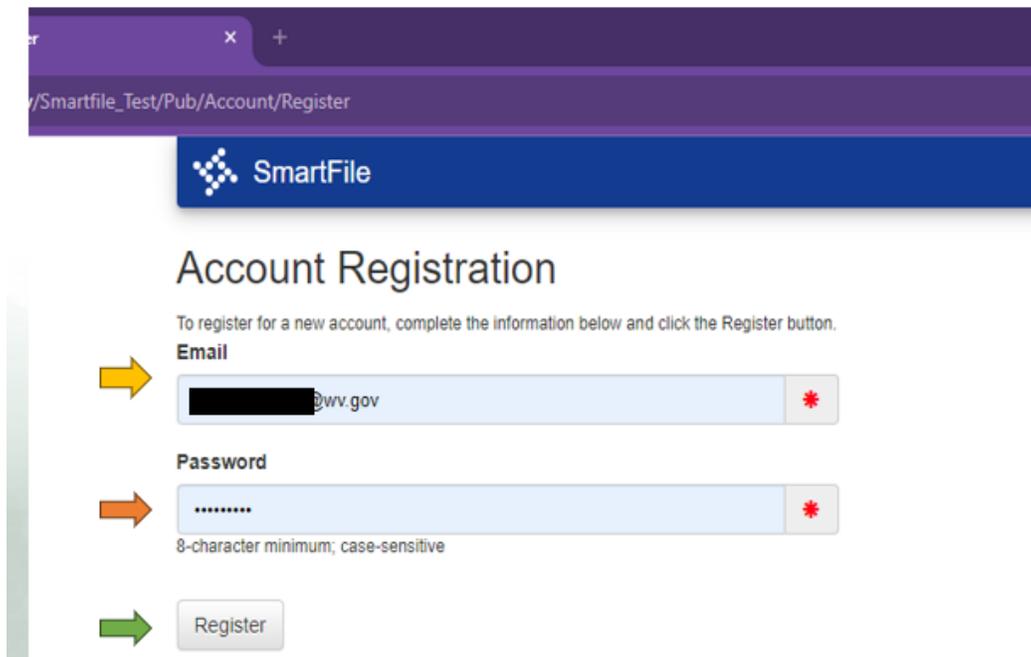
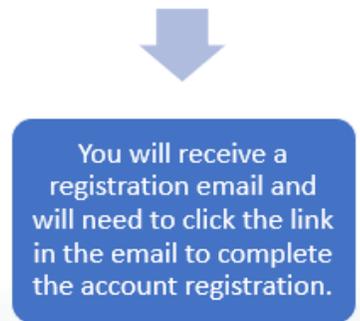
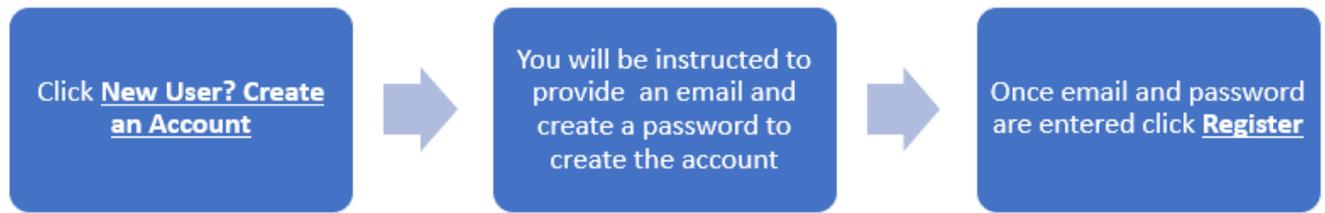


Smartfile- Homestead Filing

This document will provide a brief overview of how to complete a request for the Homestead tax credit on our online portal.

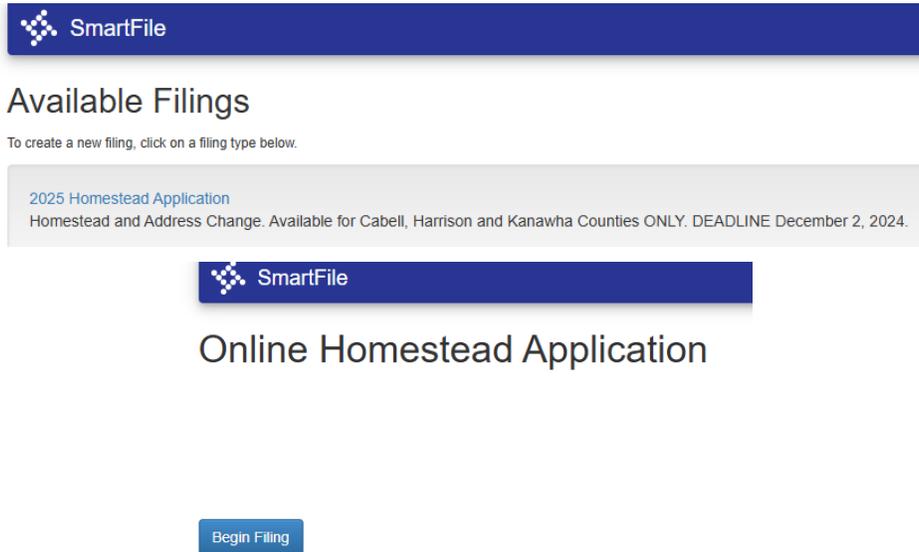
Before you can complete any filings, you must create an account on our smartfile system. Please go to <https://smartfile.ias.wvtax.gov/> and follow the steps below



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>

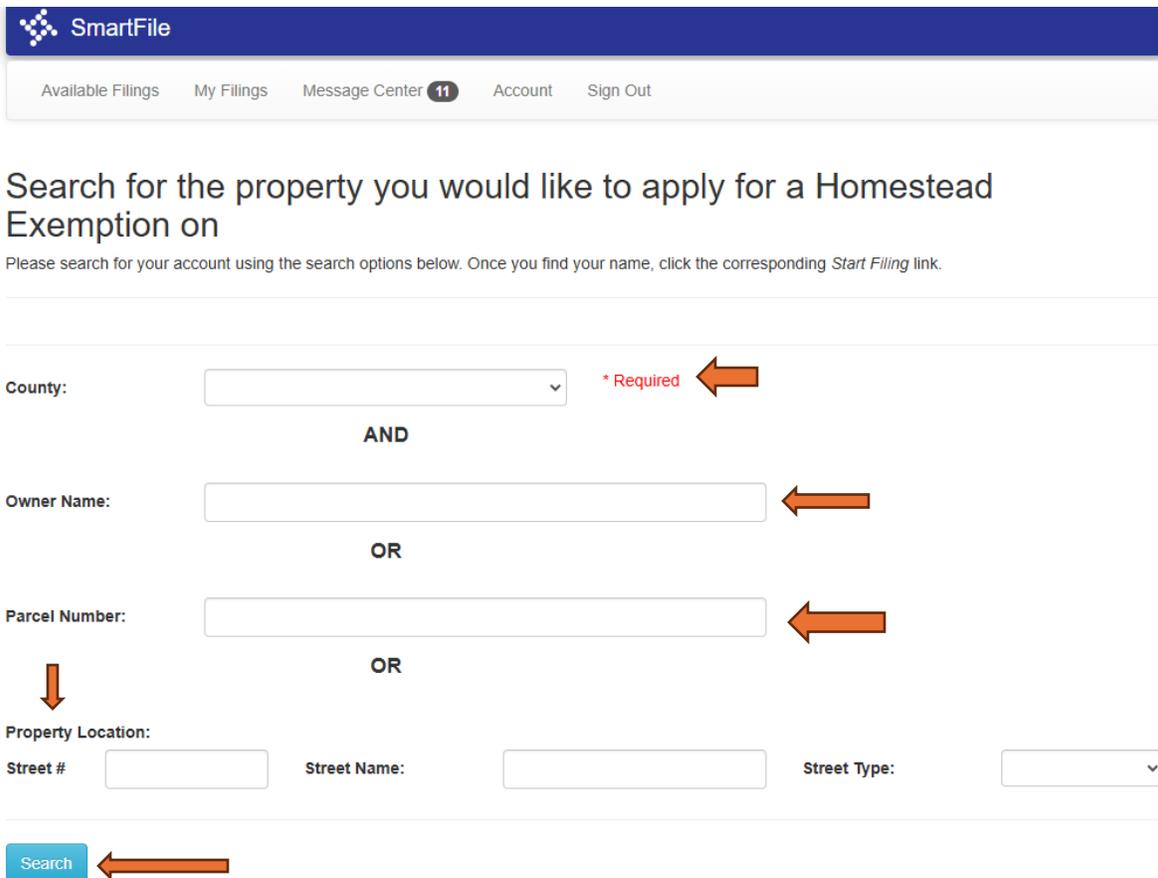
Once you have completed the sign-up steps you can now begin submitting a filing.

- 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.



The image shows the SmartFile 'Available Filings' page. At the top is the SmartFile logo. Below it is the heading 'Available Filings' and a sub-heading 'To create a new filing, click on a filing type below.' A grey box contains the text: '2025 Homestead Application Homestead and Address Change. Available for Cabell, Harrison and Kanawha Counties ONLY. DEADLINE December 2, 2024.' Below this is another SmartFile logo, followed by the heading 'Online Homestead Application' and a 'Begin Filing' button.

- 3) After clicking begin filing you will need to enter your information to access your account. You need to select the county your home is located in. You can search by your name, parcel number or property location. After entering your information click search.



The image shows the SmartFile search page for a Homestead Exemption. At the top is the SmartFile logo and a navigation bar with links: 'Available Filings', 'My Filings', 'Message Center 11', 'Account', and 'Sign Out'. The main heading is 'Search for the property you would like to apply for a Homestead Exemption on' with a sub-heading 'Please search for your account using the search options below. Once you find your name, click the corresponding Start Filing link.' Below this are search fields: 'County:' with a dropdown menu and a red '* Required' label with an orange arrow pointing to it; 'AND'; 'Owner Name:' with a text input field and an orange arrow pointing to it; 'OR'; 'Parcel Number:' with a text input field and an orange arrow pointing to it; 'OR'; 'Property Location:' with three sub-fields: 'Street #' with a text input field, 'Street Name:' with a text input field, and 'Street Type:' with a dropdown menu. At the bottom is a blue 'Search' button with an orange arrow pointing to it.

4) Once you locate your account on the search result list click start filing beside your account.

Parcel Number:

OR

Property Location:

Street # Street Name: Street Type:

Search Results

	County	Parcel Number	Owner Name	Property Location Address
 Start Filing	20	[REDACTED]	SMITH [REDACTED]	
Start Filing	20	[REDACTED]	SMITH [REDACTED]	
Start Filing	20	[REDACTED]	SMITH [REDACTED]	

5) You will now complete the requested information on the form. Red asterisk (*) indicates this is a required field and cannot be left blank. Once all required fields are completed click next at the bottom of the screen.

[Homestead Details](#) [Attachments](#) [Submit](#)

Homestead Exemption Application

Parcel ID:1889157
ALT ID:
Tax Year:2025
Street Address:

Owner's Name:

Applicant:

Name: * Date of Birth:

Joint Applicant (If Applicable):

Name: Date of Birth:

Phone: * Email:

Mailing Address:

No. No.+ Street

Unit Desc Unit No.

City STATE Zip Zip+

6) Step 5 continued

ANSWER THE FOLLOWING STATEMENTS AS APPLICABLE:

Do you have another homestead exemption in another county or state?  *

I, or my spouse, use the property for which the exemption is sought exclusively for my primary place of residence:  *

I have lived on this property for six consecutive months prior to the date of this application:  *

I have been, or will be a resident of West Virginia for the two calendar years previous to this tax year:  *

I am totally and permanently disabled:  *

I swear or affirm the answers to the preceding questions are complete and accurate. I further certify that neither I nor my joint owner is receiving a residential property tax exemption in any other state.

Owner's Signature: * Date:  *



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7) On the following page you will need to upload the required documents. Please note that a valid form of identification is required on all requests. If you indicated you are disabled you must attach your disability benefits letter. Click next once you are done.



Available Filings My Filings Message Center **11** Account Sign Out

Homestead Details 

Disability Benefit Letter

Current Attachments:

Filename	Size (kb)
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Attach more files for this category:



Driver License

* - You must attach at least one document in this category.

Current Attachments:

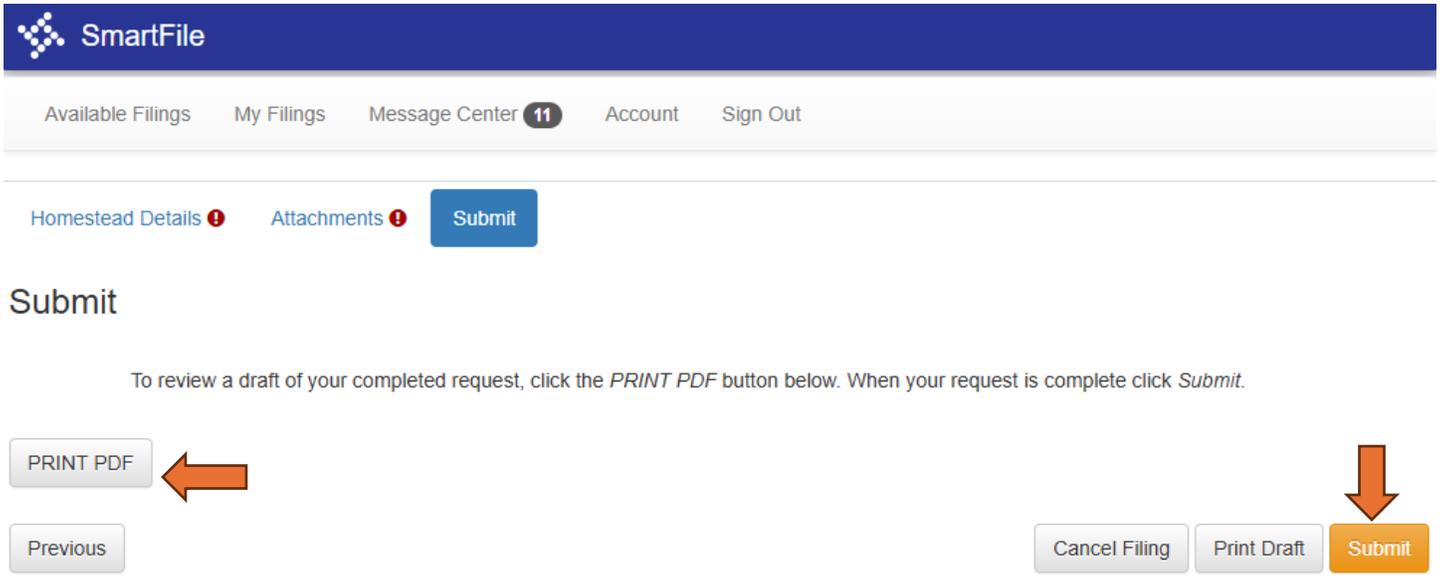
Filename	Size (kb)
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Attach more files for this category:





8) On the final page you will submit the completed filing. You will have the option to print a copy of your submission by clicking Print PDF.



The image shows a screenshot of the SmartFile web application interface. At the top, there is a dark blue header with the SmartFile logo on the left. Below the header is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge showing '11'), 'Account', and 'Sign Out'. Below the navigation bar, there are three buttons: 'Homestead Details' with a red error icon, 'Attachments' with a red error icon, and a blue 'Submit' button. The main content area is titled 'Submit'. Below the title, there is a paragraph of text: 'To review a draft of your completed request, click the *PRINT PDF* button below. When your request is complete click *Submit*.' Below this text, there are five buttons: 'PRINT PDF' (with an orange arrow pointing to it from the right), 'Previous', 'Cancel Filing', 'Print Draft', and 'Submit' (with an orange arrow pointing to it from above).

9) Once submitted the county will review and either approve or deny your application.