

The link to the site is <https://staffordefiling.virginiainteractive.org/> or you can access the site from the Commissioner's page – E-filing Portal

If you are already registered with the county (received a filing form), use the right side of the screen (instructional video available)

New portal users Create an Account, Existing users login.



Welcome to Stafford County Commissioner of the Revenue Online Filings and Payments.

New Business Only

- [Register your business](#)
(includes meal tax registration)

Once you have registered and received an account number from our office, you can return to this page and complete steps for an existing businesses.

Who are Assessors?



Have you ever wondered who your assessor is and how they perform their job? Watch this short video to learn about how your property is valued by Stafford County's Commissioner of the Revenue's office.

Existing Businesses

- [Create a myStafford account](#) or [Login](#) to your existing account
 - [File your annual business property return](#)
 - [File and pay meals tax and transient occupancy tax](#)
-
- [Report a Closed Business](#)

myStafford E-filing System Training



Take a tour of the Commissioner of Revenue Office's new myStafford E-filing system. In this short video, you will be able to learn about the system's new features to help you streamline your filing.

New Users Enroll:

[myStafford Payments Home](#) > [Register](#)

Step 1 – Create New User Account

Use the form below to create a new account.

• Indicates required field

• **Name (John Doe)**

• **Phone**

• **User name**

• **Email address**

• **Password**

• **Confirm password**

Passwords requirements:

- At least 6 (six) characters in length
- At least 1 (one) number
- At least 1 (one) special character, for example:
 - @ (at symbol)
 - _ (underscore)
 - (dash)
 - . (period)

[Go Back](#)

[Register](#)

Click Add new account, if you already have a myStafford account, otherwise you will be directed to the screen at the bottom of the page after creating your account.

Account Management Dashboard

mikes ([User Settings](#)) | [Log Off](#)

[myStafford Home](#)

Accounts Due

Accounts with payments due are listed here. Easily pay by entering an amount and selecting 'Make Payment'. Select individual accounts to view more details.

View Taxes Paid by selecting your account below and using the Invoice History filter to filter by year paid

Account	Date Due	Amount Due	Payment
<i>Personal Property/Business Property Accounts:</i>			
Personal Property/Business Property - 57383		\$0.00	- ▾

[View Scheduled Payments](#)

[Add new account](#)

[Make Payment](#)

Your Accounts

View or manage all accounts associated with your online user account.

Account

Personal Property/Business Property - 57383

[Change Request](#) | [Account Settings](#) | [View](#)

[Add new account](#)

Choose E-Filing (Meals Tax, Business Filings) Option; then continue and accept the disclaimer

Account Management - Associate Accounts

mikes ([User Settings](#)) | [Log Off](#)

[myStafford Home](#) > [Associate Account](#)

Account Management - Associate Accounts

Associate your online myStafford profile with an existing Stafford County personal billing or business account.

- Indicates required field

E-Filing (Meals Tax, Business Filings)
 Dog License
 Personal Property/Business Property
 Real Estate
 Utility

- Account Number

-

- Last four numbers of Social Security number

- Zip Code associated to account

Account Nickname

[Cancel](#)

[Continue](#)

Go to the E-filing page, through link in the first window or at top right of the page:

Account Management Dashboard

mikes ([User Settings](#)) | [Business E-Filing](#) | [Log Off](#)

[myStafford Home](#)

Business Owners

Go to the Commissioner of the Revenue [E-Filing Page](#) to file and pay your fiduciary taxes (meals tax, transient occupancy tax...)

[Go to Business E-Filing](#)

[Remove from dashboard](#)

Accounts Due

Accounts with payments due are listed here. Easily pay on one or more accounts by entering your payment amounts and selecting 'Make Payment'. Select individual accounts to view more details.

View Taxes Paid by selecting your account below and using the Invoice History filter to filter by year paid

Account	Date Due	Amount Due	Payment
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[View Scheduled Payments](#)

[Add new account](#)

[Make Payment](#)

Your Accounts

View or manage all accounts associated with your online user account.

Account

No Accounts

[Add new account](#)

Add an account:

[myStafford Home](#) » [Business E-Filing Home](#)

mikes test ([User Settings](#)) | [Log Off](#)

Your Business Accounts

[Help](#) ?

Type	Account Number	Account Name / License Number
------	----------------	-------------------------------

[Add Account](#)

Recent Online Payments

No Payment found for the last 30 days!

[View Older Online Payments](#)

Associate your account:

A primary user requires (Account Number, FEIN/SSN, and the Business Mailing Zip-code),

A secondary user requires (Account Number and approval by the primary user)

[myStafford Home](#) > [Business E-Filing Home](#) > [Associate Account](#)

[\(User Settings\)](#) | [Manage Users](#) | [Log Off](#)

Associate Your Business Account

[Help](#)

Select User Type

- Select
- Meals Tax
- Transient Occupancy Tax
- Short Term Rental Tax
- Consumption Tax
- Utility Tax
- Business Filing**

manager of the business. ⓘ

this business as a secondary user. ⓘ

Business Account Number

FEIN or SSN

Mailing ZIP Code ⓘ

[Go Back](#)

[Associate Account](#)

Accounts show in the Business E-filing window.

[\(User Settings\)](#) | [Manage Users](#) | [Log Off](#)

Your Business Accounts

[Help](#)

BUSINESS FILING: Businesses are required to report all business personal property each year on their business filing. The filing is due back by **February 15** of each year.

If your business filing is not listed below, select the "Add Account" button then choose the "Business Filing" account type.

Type	Account Number	Account Name / License Number	
Meals Tax	██████████	██	View Account
Meals Tax	██████████	██	View Account
Business Filing - BUSINESS PROPERTY	██████████	██	View Filing
Business Filing - MERCHANTS CAPITAL	██████████	██	View Filing

[Add Account](#)

Recent Online Payments

No Payment found for the last 30 days!

[View Older Online Payments](#)

If secondary user approval is needed, the primary will receive an email. The Manage users link will have the bubble with the number of requests for access. Click the link.

The screenshot shows the top navigation bar with the mySTAFFORD logo, a silhouette of George Washington, and the text "George Washington's Boyhood Home". The main header reads "E-FILING". Below the header is a breadcrumb trail: "mySTAFFORD Home > Business E-Filing Home". The user profile area shows "mikes (User Settings) | Manage Users 1 | Log Off". The main content area is titled "Your Business Accounts" and contains a table with the following data:

Type	Account Number	Account Name / License Number	
Meals Tax	[REDACTED]	[REDACTED]	View Account
Transient Occupancy Tax	[REDACTED]	[REDACTED]	View Account

An "Add Account" button is located at the bottom right of the table.

Choose Approve, Decline, or Delete. The secondary user request will stay in the window if you Decline without deleting. You can then approve them at a later time.

The screenshot shows the "Manage Users" section. The user profile area shows "mikes (User Settings) | Manage Users 1 | Log Off". The main content area is titled "Manage Users" and contains a table with the following data:

Full Name	User Name	Email Address	Account Number	Status	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Approve Decline Delete

A "Go Back" button is located at the bottom left of the table.

Click View Account for the account you wish to file on.

The screenshot shows the top navigation bar with the mySTAFFORD logo and the text "George Washington's Boyhood Home". The main header reads "E-FILING". Below the header is a breadcrumb trail: "mySTAFFORD Home > Business E-Filing Home". The user profile area shows "mikes test (User Settings) | Manage Users | Log Off". The main content area is titled "Your Business Accounts" and contains a table with the following data:

Type	Account Number	Account Name / License Number	
Meals Tax	[REDACTED]	[REDACTED]	View Account
Meals Tax	[REDACTED]	[REDACTED]	View Account

An "Add Account" button is located at the bottom right of the table. Below the table is a section titled "Recent Online Payments" with the text "No Payment found for the last 30 days!" and a link "View Older Online Payments".

Click View Filing next to the business property type you wish to file on. Start Business Filing.

[\(User Settings\)](#) | [Log Off](#)

Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Businesses are required to report all business personal property each year on their business filing. The filing is due back by **February 15** of each year. A 10% penalty may be imposed if filed after the due date.

- Failure to submit a completed filing is a criminal offense pursuant to [§58.1-3518](#) of the State Code of Virginia.
- Taxpayers who are required to file a return and fail to do so, will be subject to a statutory assessment plus penalty.
- Incomplete filings may have a penalty imposed.
- DO NOT – Enter the words "Same as Last Year", "N/A", or similar on this filing, as it is not acceptable and subject to penalty.

Start Business Filing

Online Filing History

You have (0) Business Filing submissions online.

Go Back

Remove This Account

Verify or update your business location address.

2019 Online Business Filing

[REDACTED] BUSINESS PROPERTY

Your business location address on file

[REDACTED ADDRESS]

Is this your business location?

Yes No

Please provide your new location address

New Business Location Address 1

[REDACTED ADDRESS]

New Business Address 2

[REDACTED ADDRESS]

City

[REDACTED CITY]

State

VA

ZIP Code

[REDACTED ZIP]

Is it located outside of County of Stafford?

Yes No

If yes, enter date you moved

[REDACTED DATE]

Verify or update your mailing address. This will update your mailing address for all correspondence from the Commissioner and Treasurer including tax bills.

[\(User Settings\)](#) | [Log Off](#)

Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Your business mailing address on file

[REDACTED ADDRESS]

Is this your business mailing address?

Yes No

Please provide your new mailing address

New Mailing Address 1

[REDACTED ADDRESS]

New Mailing Address 2

[REDACTED ADDRESS]

City

[REDACTED CITY]

State

VA

ZIP Code

[REDACTED ZIP]

[Back](#)

[Cancel](#) [Next](#)

Verify/update/provide a description about the nature of your business.

[\(User Settings\)](#) | [Log Off](#)

2019 Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Please review the nature of your business

Describe the Nature of the Business (e.g., Restaurant, landscaping, auto repair)

[REDACTED DESCRIPTION]

Check here if engaged in manufacturing, mining, radio, television broadcasting, dairy, dry-cleaning or laundry business.

Check here if business is a data center.

[Back](#)

[Cancel](#) [Next](#)

Entry of business property. Click add item to begin uploading your itemized list.

2019 Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Business Property

List ALL furnishings, equipment & tools used by the business on Jan. 1, including all items previously reported.

Add Item

Business Property Item

Acquisition Date

 

Original Cost

\$

Cancel [Add Item](#)

OPTIONAL: Upload Business Property Files

In lieu of entering your items into the system, you may upload a listing and provide the annual cost totals on the next page. Supporting documentation may be submitted at the end of the filing.

You have no uploaded files.

[Upload Business Property File](#) (only Excel, Word and PDF are accepted)

[Back](#)

[Cancel](#) [Next](#)

2019 Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Business Property

List ALL furnishings, equipment & tools used by the business on Jan. 1, including all items previously reported.

Business Property Item	Original Cost	Acquisition Date	Action
chair	\$249.99	7/16/2014	Edit Remove
desk	\$479.89	6/11/2013	Edit Remove
computer	\$799.99	10/24/2017	Edit Remove
printer	\$251.85	11/13/2018	Edit Remove

[Add Item](#)

OPTIONAL: Upload Business Property Files

In lieu of entering your items into the system, you may upload a listing and provide the annual cost totals on the next page. Supporting documentation may be submitted at the end of the filing.

You have no uploaded files.

[Upload Business Property File](#) (only Excel, Word and PDF are accepted)

[Back](#)

[Cancel](#) [Next](#)

Option to upload an excel file with totals manually entered.

Online Business Filing

██████████ / BUSINESS PROPERTY

File Upload for Business Property

NOTE: You should upload only documents that are related to the business property. The annual cost totals for the uploaded files will be asked in the next section.

Any other supporting documents can be uploaded in the **Supporting Documents** in the next few sections.

File Description

Test File

Choose Your File

Browse...

Test_File.xlsx



Go Back

Upload File

2019 Online Business Filing

██████████ / BUSINESS PROPERTY

Business Property - Additional Information

Additional information is needed for the uploaded files.

Property Acquisition Year

Total Cost

Cost of property acquired during the year of 2018	\$	0
Cost of property acquired during the year of 2017	\$	0
Cost of property acquired during the year of 2016	\$	0
Cost of property acquired during the year of 2015	\$	0
Cost of property acquired during the year of 2014 and prior	\$	0

Back

Cancel

Next

Verify totals. Note that it will combine cost totals for items entered in the system and those from the uploaded files. Be sure not to duplicate.

2019 Online Business Filing

██████████ / BUSINESS PROPERTY

Business Property - Total Table

Shown are the total costs, grouped by acquisition year, based on your entered information.

Property Acquisition Year	Cost of Items Entered	Cost of Uploaded Files	Total Cost
Cost of property acquired during the year of 2018	\$251.85	\$0.00	\$251.85
Cost of property acquired during the year of 2017	\$799.99	\$0.00	\$799.99
Cost of property acquired during the year of 2016	\$0.00	\$0.00	\$0.00
Cost of property acquired during the year of 2015	\$0.00	\$0.00	\$0.00
Cost of property acquired during the year of 2014 and prior	\$729.88	\$0.00	\$729.88

Back

Cancel

Next

List Leased Property

2019 Online Business Filing

/ BUSINESS PROPERTY

Leased Property

Property information for **ALL** leased or rented tangible business property (furnishings, equipment & tools)

Add Item

Lessor Name

Lessor Address

Start Date

End Date

Cost

Item Description

Cancel

Add Item

OPTIONAL: Upload Leased Property Files

Supporting documentation may be submitted at the end of the filing.

You have no uploaded files.

Upload Leased Property File (only Excel, Word and PDF are accepted)

Back

Cancel

Next

Verify/Update Business Vehicles

Vehicles & Trailers

Vehicle or trailer as defined per VA State Code §46.2-100

Year and Description	Vehicle Identification	State Tag No	Date Acquired	Cost
2010 HONDA Insight-4 Cyl.				

Option to upload additional supporting documentation

2019 Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Supporting Documents

You may submit supporting documents with your filing. Examples include: depreciation schedules, spreadsheets, sale records of disposed items, closed business affidavit, leasing documents, contracts.

Do you want to upload any supporting documents?

Yes No

Back

Cancel

Next

Sign and submit.

2019 Online Business Filing

[REDACTED] / BUSINESS PROPERTY

Taxpayer Obligations

By submitting information through this filing, I declare under the penalties by law, this return has been examined by me and to the best of my knowledge is true, correct, and complete.

Enter Your Full Name

Title or Capacity of Signing (e.g. Owner, VP)

Back

Cancel

Submit

System will show your filing as submitted. You can always login and view the submitted filing or print it.

Online Business Filing

██████████ / BUSINESS PROPERTY

Businesses are required to report all business personal property each year on their business filing. The filing is due back by **February 15** of each year. A 10% penalty may be imposed if filed after the due date.

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- Taxpayers who are required to file a return and fail to do so, will be subject to a statutory assessment plus penalty.
- Incomplete filings may have a penalty imposed.
- DO NOT – Enter the words "Same as Last Year", "N/A", or similar on this filing, as it is not acceptable and subject to penalty.

✔ Business Filing Submitted

The Business Filing was successfully submitted on 1/4/2019.

Online Filing History

Date Created	Date Submitted	Tax Year
1/4/2019	1/4/2019	2019 Business Filing

[Go Back](#)

[Remove This Account](#)

Be sure to file Merchant's Capital or Machinery and Tools if applicable.

Merchant's Capital:

1. Business Address
2. Mailing Address
3. Leased Equipment
4. Vehicles
5. Merchant's Capital Amount
6. Supporting Docs
7. Sign and Submit

Machinery and Tools matches the business filing flow.