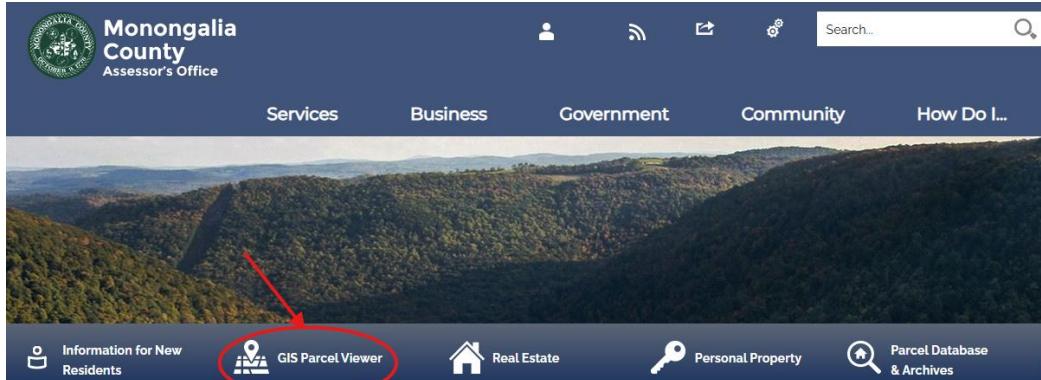


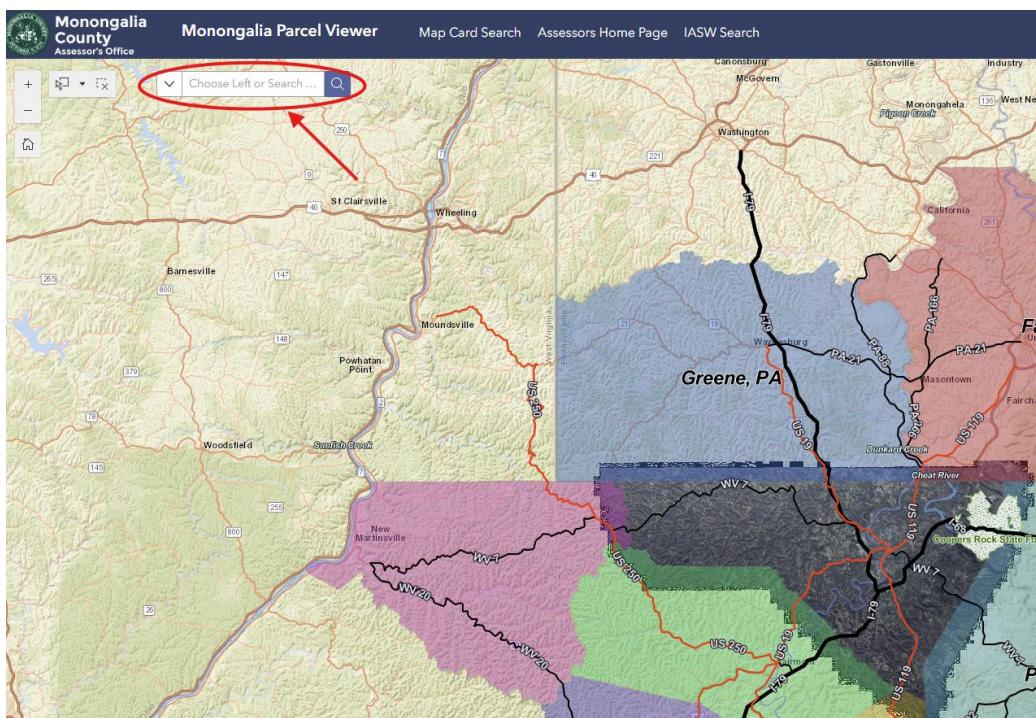
How to Find Tax Districts for Assets

1. Go to assessor.org and click the link that reads “GIS Parcel Viewer”



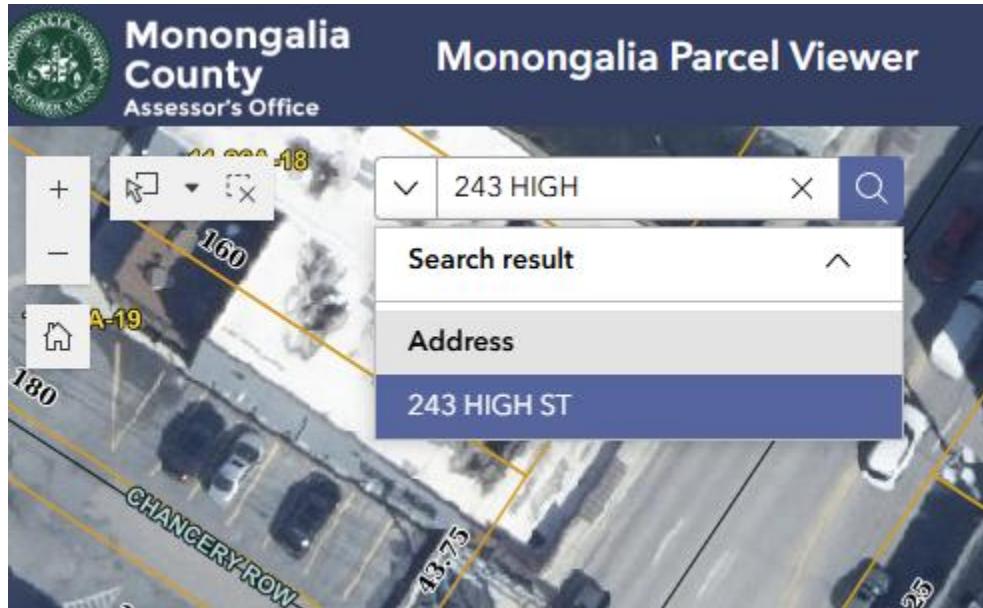
The screenshot shows the Monongalia County Assessor's Office website. The top navigation bar includes links for Services, Business, Government, Community, and How Do I... The main content area features a large image of a forested hillside. Below the image is a navigation bar with links: Information for New Residents, GIS Parcel Viewer (which is circled in red), Real Estate, Personal Property, and Parcel Database & Archives. To the left, there is a sidebar with links to FEMA Flood Maps, Statewide Mapping Resource, WV Dept. of Environmental Protection, Monongalia County Clerk's Record Search, Monongalia Tax Record Search, and Monongalia Property Tax Online Payments. The right side contains sections for 'Assessor's Office Online Payment' and 'Currently Appraising'.

2. In the search bar in the top left corner, type in the address of where the asset is located in Monongalia County. (Note: Type just the street number and street name in the search bar.)

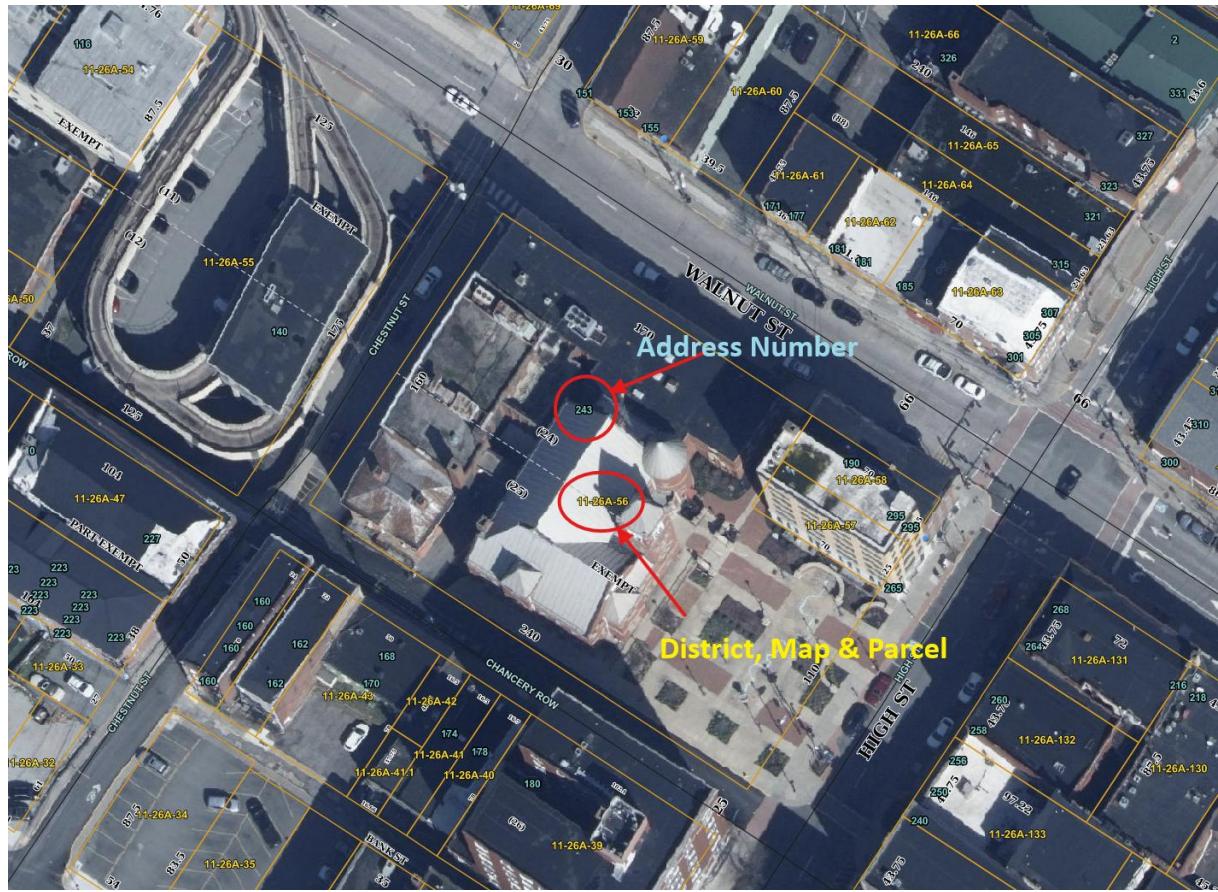


The screenshot shows the Monongalia Parcel Viewer map. The top navigation bar includes links for Monongalia County Assessor's Office, Monongalia Parcel Viewer, Map Card Search, Assessors Home Page, and IASW Search. The main area is a map of Monongalia County, West Virginia, showing roads, rivers, and tax districts. A search bar in the top left corner is circled in red, with a red arrow pointing to it. The map also shows labels for towns like St. Clairsville, Wheeling, and Moundsville, and roads like US 250, US 19, and PA 21.

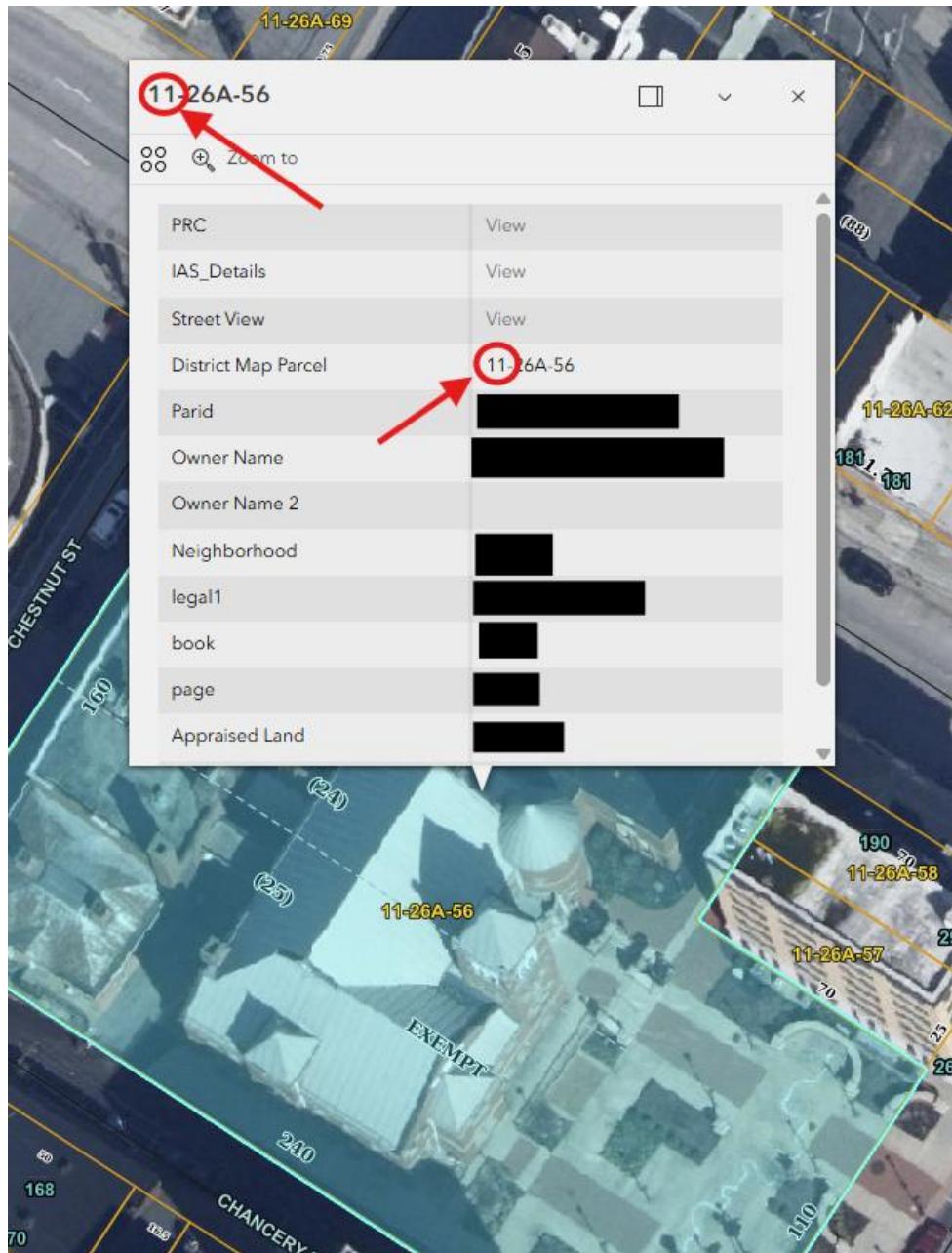
3. After typing in address, a dropdown menu of the address will appear. Click the address to zoom to location.



4. After zooming to location, the address is in the center of the screen.



5. Click on the location in the center of the screen to see details. The top left corner and fourth row down will have the “District Map Parcel.” The first two numbers listed indicates the “District Number” the asset is located in. We only need the district. (Example: **11-26A-56**)



6. List of district numbers, names, and abbreviations. (These are only the tax districts for Monongalia County, West Virginia.)

District #	District Names	District Abbreviations
01	Battelle	BA
02	Blacksville	BL
03	Cass	CA
04	Clay	CL
05	Clinton	CN
06	Granville	GV
07	Grant	GT
08	Morgan	MG
09	1 Ward	1W
10	2 Ward	2W
11	3 Ward	3W
12	4 Ward	4W
13	5 Ward	5W
14	6 Ward	6W
15	7 Ward	7W
16	Osage	OS
17	Star City	SC
18	Union	UN
19	Westover	WO

7. Use this process to find the tax district for assets. If your business owns assets in multiple locations, use this process for each asset. Assets need to be filed in correct districts that correspond with account numbers. The first two digits of each account number indicate which district the assets are located in.