



**OFFICE OF THE COMMISSIONER OF THE REVENUE  
CITY OF NEWPORT NEWS, VIRGINIA  
APPLICATION FOR REVIEW  
AUDIT ASSESSMENT**



Taxpayers may apply to the Commissioner of the Revenue to request a review of an audit assessment. To be entitled to this option, you must submit an Application for Review. The application must be in accordance with the following:

- Submit to: The Honorable Tiffany M. Boyle,  
Commissioner of the Revenue
- By Mail at: 2400 Washington Avenue, Newport News, VA 23607
- By Fax at: (757) 247-2628
- By Email at: [commish@nnva.gov](mailto:commish@nnva.gov)
- When: No later than one year from the date of the audit assessment
- Must be: In good faith

In writing

Signed (as specified below based on business entity)

<u>Business Type</u>	<u>Signed by</u>
Corporation	An officer
Partnership	A partner
LLC	A member
Sole Proprietorship	The owner

- Must clearly identify: Taxpayer (including account number and federal ID)  
Tax Period (s) covered by the challenged assessments  
Amount in dispute  
Remedy Sought  
Each Alleged Error in the Assessment  
Grounds and other relevant facts on which you base your position

Once we have received the appeal, the Commissioner of the Revenue will conduct a full review, request additional information and documentation, if necessary, and issue a written determination setting forth the facts in support of the decision.