



King County

Department of Assessments
Personal Property Section - Listing
500 Fourth Avenue, Room 736
Seattle, WA 98104-2384
personal.property@kingcounty.gov

Lloyd Hara
Assessor



(PLAN)

BUSINESS PERSONAL PROPERTY LISTING INSTRUCTIONS FOR 2012

Select An Option Below

- There were **no changes** to my account information or assets in 2011:
>> set aside other pages and return **this page only**, or log into eListing and "Verify" this account (www.kingcounty.gov/Assessor/eListing)
- There were changes to my account information or assets in 2011:
>> follow the instructions on this page

Here is your personal property listing

It's to help you list all equipment, furniture, and fixtures in your operation. We need a description, the cost, and the year purchased. If you don't have that information, make a good estimate. Be sure to tell us if you are estimating and why an estimate is necessary. This information is used to compute assessed value.

eListing is the preferred filing method

It's easy to maintain your listing online at www.kingcounty.gov/Assessor/eListing. If you have questions we are happy to assist you during our normal business hours Monday through Thursday 8:30 AM to 4:30 PM Pacific. If you are already a user, log in with your user name and password. New users will need their account number and an access code to get set up. **Account Number:** **Access Code:**

In Washington State, both real and personal property are taxable

State law requires that property owners report personal property as of January 1 each year. The enclosed form is to aid you in providing this information. The deadline for returning it is April 30. Intangible personal property (goodwill, non-compete agreements, customer lists, etc.), motor vehicles primarily designed for use on public streets, and items exclusively for personal use (household goods) are exempt from taxation.

After we calculate the assessment, we will send you a notice of value

This notice will show the total market value of your assets. Examine it carefully and contact us if you have any questions about it. We will review the assessment with you and make changes if appropriate. The sooner you do this, the easier it is to correct. If we cannot agree on the value, you may appeal. Appeals may be filed with the Board of Equalization no later than 60 days after we mail you the notice of value. In the year following the assessment, the Treasurer will send you a tax bill. Personal property is taxed at the same rate as the real property in the same location.

The main difference between personal property and real property is mobility

Land and most improvements to land are real property. Unless specifically exempted by law, all other property is taxable as personal property. Household goods and personal effects are exempt by law from personal property assessment, unless they are used in a business.

Here are examples of the different types of taxable personal property

Furniture and fixtures; supplies; rugs; office, store, and manufacturing equipment and machinery; professional libraries; tools; leased or rented equipment; gas and water mains and pipes; communication equipment; signs; boathouses; display samples not held for sale; portable buildings; office trailers; some vehicles; highway construction equipment; off road vehicles; drag racers and similar competition vehicles not licensed; billboards; poster panels; number and original cost of rental video tapes, discs and game cartridges; leasehold and tenant improvements.

You have several options for filing your listing

- * eListing - It's the most convenient way to file. Log on at www.kingcounty.gov/Assessor/eListing/Login
- * E-mail a Spreadsheet - If you prepare an electronic spreadsheet of your assets, please e-mail it to personal.property@kingcounty.gov (include your account number), rather than sending in a paper copy.
- * E-mail a PDF Attachment - If you use the enclosed listing, you can scan and send it as an attachment to personal.property@kingcounty.gov
- * Paper Listing - Use the enclosed form to show any changes. Do Not FAX, return via surface mail.

(Please don't send the same listing in different formats. For example, if you use eListing or send your listing as an e-mail attachment, don't submit a paper copy too. But be sure to keep a copy for your records.)

The personal property owner has the responsibility to file . . .

...even if a listing is not received. This applies to every property owner, regardless of residency. It applies to every business arrangement (firm, association, partnership, trust, estate, corporation, etc.). You are required to report even if you have no changes. Your listing is subject to audit and verification by the assessor and/or the State Department of Revenue.

Review these guidelines before completing your listing

- * The assets you've reported in the past are preprinted on the form. Update the listing with new acquisitions and deletions since you last filed.
- * Assign a category code to new assets and check the category codes on your existing assets for accuracy. Our Web site has a detailed list of category codes.
- * Regardless of what method you choose to file, show asset changes, additions, deletions or state 'no changes'.
- * Report assets at acquisition cost, before any trade-in allowance.
- * Include all costs for making the asset operational, such as freight, installation, and engineering, but not sales tax (only include sales tax on leasehold improvements).
- * Report all assets, regardless of whether fully depreciated, capitalized, or expensed on your company's books.
- * If your records do not show the purchase price, place an estimated cost on these and write 'EST' next to them.
- * Do not list licensed motor vehicles unless they are used entirely on private property, such as farm vehicles.
- * Do round off to whole dollars.
- * Report personal items if they are used in the operation of the business.
- * List the assets separately or group like ones together by year and category code.
- * If you no longer own the property, report the date of sale, name and address of the new owner and provide a copy of the purchase and sale agreement and/or bill of sale.
- * If you have more than one location, you must file separately for each location.
- * Make a copy of the listing for your records before submitting it.
- * If we receive it after April 30, there is a penalty of up to 25%. Early filing is recommended and appreciated.
- * Please print clearly using dark ink - this document will be scanned.
- * DO NOT ENCLOSE PAYMENT!

Resources

Email Address	personal.property@kingcounty.gov
Phone	206-296-5126 or 800-325-6165 x65126
FAX	Do Not FAX Listings
Hours Of Operation	Monday through Thursday 8:30 AM to 4:30 PM Pacific
Web Site	www.kingcounty.gov/Assessor/
Mailing Address	King County Department of Assessments Commercial Business Division Personal Property Section - Listing 500 Fourth Avenue, Room 736 Seattle, WA 98104-2384
RCW	Chapter 84.40
WAC	Chapter 458-12-060
To Receive Form In An Alternative Format	206-205-6900, TTY 206-296-7888



King County 2012 Personal Property Listing

Taxpayer Information Due April 30, 2012 - Penalty For Late Filing

(PLAC) Account:

Access Code:

Use The Above Access Code
To File On-Line With

Please Indicate Your Listing Format Preference

Check Box To Continue Receiving A Paper Copy Of
Your Listing. Otherwise, we'll just send an eListing
notification to your email address if address is on file.

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Taxpayer Name:
Attention:
Mailing Address:
City, State Zip:
Business Name:
Physical Location:
City, State Zip:
Phone:
FAX:
Toll-Free Phone:
E-Mail Address:
Levy Code:
UBI Number:
NAICS Code:
Business Type:
State of Incorp:

v Please PRINT Updated Information In The Spaces Provided Below v

Multiple empty text boxes for providing updated information, including fields for Business Type (Sole Proprietor, Partnership, Corporation, Any Other) and State of Incorporation.

**DO NOT TAPE, STAPLE OR MAKE
ADDITIONAL FOLDS TO THIS FORM!**

< **When account information changes -**
Revise taxpayer name and address to show who we should
contact with questions. Update business name and
physical location to show the company's name and location
of assets in King County.

< **If business moved within King County -**
Month and year of move: _____

< **NAICS details at www.naics.com/search.htm**

< **Check one**

< **Only for 'Corporation' and 'Any Other'**

< **When business sells -**
Provide information about sale of the business as requested
here. Be sure to include components of the total sale price.
Attach a copy of the sales agreement or bill of sale.

< **If business closes or moves out of county-**
Please complete this section if the business is no longer
operating. Show address of any stored assets.

DO NOT ENCLOSE PAYMENT!

Check All That Apply Below And Include Applicable Information

Status Of Personal Property Assets:

- Owned by taxpayer on record
- Partial sale of assets: **Required - complete A & B below**
- In storage - Address: _____
- Disposed of/Scrapped/Taken into personal use
- Bulk sale of assets: **Required - complete A & B below**

Status Of Business:

- Operating with taxpayer on record as owner
- Out Of Business - Date Closed: _____
- Moved out of King County - Date Moved: _____ New Address: _____
- Sold: **Required - complete A & B below**
- Other: _____

A. New Owner Information:

New Owner's Name: _____
Mailing Address: _____
Physical Address (if different than mailing address): _____

B. Sale Date: _____ **Required Documentation:** Copy of Sales Agreement or Bill Of Sale must be included with listing.

Form Preparer's Information

Name: _____ Title: _____ Date: _____ Email: _____

Questions? Call us at 206-296-5126 or send an email to personal.property@kingcounty.gov

Phone: (_____) _____

