



King County 2008 Personal Property Listing Instruction Sheet

Account:

Access Code:

Department of Assessments	Phone : 206-296-3914 or toll-free
Personal Property Section	800-325-6165 ext. 6-3914
500 Fourth Avenue, Room 817	FAX : 206-296-0107
Seattle, WA 98104-2384	Email : personal.property@kingcounty.gov

Personal Property Reporting and Assessment Process

In Washington State, both real and personal property are assessed for tax purposes. State law requires that property used in a business on January 1 be reported to the county assessor in that year for assessment purposes. This form is for providing this information.

Deadline for returning the completed form is April 30 (RCW 84.40.040 and WAC 458.12.070). Not filing this form by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130).

Save Paper! File On-Line Or Send An Attachment Via Email

File on-line at <http://www.kingcounty.gov/assessor/>. Alternatively, send an email with an Excel, PDF or other document as an attachment to personal.property@kingcounty.gov. Put the account number in the subject line. On the paper form, make a note of the method used and date sent.

Reported purchase costs of personal property are used to calculate the property's assessed value. Property owners are mailed a Personal Property Valuation notice once the assessment is made. It shows the assessed value that will be used to calculate taxes due the following year. If you believe the assessed value shown is incorrect, please contact this office. Our appraisers are available to review the assessment and to process needed changes. The sooner this is done, the easier and more quickly changes can be made.

An appeal can be initiated if the assessment is believed to be incorrect or excessive. However, appeals must be filed with the county's Board of Equalization by July 1 of the year in which the assessment is made. Or, no later than 60 days after the notice is mailed - whichever date is later (WAC 458.141.056). Appeals filed after these due dates will not be accepted.

The assessed value on the Valuation Notice will be used to produce a personal property tax bill. It will be mailed and is payable the following year.

Instructions for Completing the Form

NEW!

File On-Line At <http://www.kingcounty.gov/assessor/>

NEW!

Updating Taxpayer Information

General account information is provided on page 3. Please review and update this information to reflect any changes that may have occurred since a previous filing and to provide any missing information. Also indicate if you've sold your business or have gone out of business so we can make corresponding changes in our records.

Reporting Supplies and Videos, Claiming Exemptions

Supplies, materials and other expensed items also are assessable and should be reported on page 4. Divide yearly cost of supplies by 12 and report that amount. Also use this section to report the number of laser discs, game cartridges, video tapes and DVD's available for rent on January 1. Contact this office if your business's personal property includes billboards, poster panels or title plants.

Listing Owned Business Assets

A list of owned business property previously reported begins on page 5. If this is the first time you've filed, this section will be blank and needs to be completed. Instructions are provided on this page for updating a preprinted property list and to provide information about new or not previously reported personal property.

Please provide all information requested. This includes providing a category code for each listed asset along with providing a brief description of the property. This information will be used to determine the depreciation rate for the property. A list of frequently used category codes is provided on the back of this page. A complete listing, along with depreciation information, may be downloaded from the Forms page on our web site (<http://www.kingcounty.gov/assessor/>) or may be obtained by contacting our office.

Listing Other Types of Personal Property

Report formerly leased and now owned personal property, as well as building improvements and leased property on the pages provided. Reporting instructions are provided for each type of property.

Please round costs reported to the nearest dollar.

Report Property for Multi-Location Businesses

Businesses with more than one location need to complete a form for each business location. This allows allocation of personal property value for each business location to its specific taxing district. Please contact this office if you don't receive a form for each location.

If you need this form in an alternative format, please call 206-205-6900 TTY 206-296-7888

(please retain this sheet for your records, do not return with listings)

**Personal Property Category Codes
Due April 30, 2008 - Penalty for late filing**

Account: **Access Code:**

Please provide a category code for each item of business property you list on the following pages. A list of frequently used codes is provided here. A complete list of available codes can be downloaded from the Forms page of our web site at <http://www.kingcounty.gov/assessor/> or call our office at 206-296-3914 to have a copy sent to you.

Owned Business Property and Formerly Leased Category Codes

Code	Description	Code	Description
30	Agr. M&E Except Tractor	240	Libraries Professional
20	Agr. M&E Milk & Dairy	320	Logging M&E
10	Agr. M&E Tractors	422	Mailing Machines
183	Air Conditioning Units, Single	608	Main Frame Computers
350	Aircraft parts mfg (small parts)	117	Med Diagnostic/Lab Eq (same as Cat Scan, MRI, Ultrasound)
680	Art Work & Antiques	342	Mfg M&E Food (including fish proc)
400	Auto Repair M&E	340	Mfg M&E Machine Other
112	Bank/Cash Machines	346	Mfg M&E/Sheet Metal
391	Beauty & Barber Shop Equipment	330	MFG. M&E Apparel
426	C.A.T.V. Converters & Decoders	343	Mfg. M&E Furniture
424	C.A.T.V. Distribution Equipment	345	Mfg. Metal fabrication & extrusion
425	C.A.T.V. Headend Equipment	271	Mobile Equipment
420	Cablevision	530	Music & sound systems
141	Cash Registers & Scanners	390	Non-MFG. M&E All Other
553	Cell/wireless antennae only	490	Office Machines
551	Cell/wireless telephone tower - Tower only	388	Packing & Sorting M&E - Electronic
552	Cell/wireless tower - antennae	609	Personal Computers
310	Cement Pumps	116	Photo Developing 1-Hr (Electronic)
260	Coin-Op & Vending Machines	396	Photography Equipment
270	Construction General	617	Point of Sale Computer Systems (POS)
290	Construction M&E Heavy Road	440	Pollution Control M&E
273	Construction M&E, Well Drilling	357	Printing & Publishing Presses
120	Coolers Walk-In	450	Prof Equip Medical/Dental
130	Copiers	520	Propane Tanks
150	Dies/Molds (includes foundry)	411	Radio/TV Broadcast Equipment
381	Dry Cleaning M&E (non-coin-op)	630	Radios 2-Way
160	Electrical M&E	370	Refrig/Cooler/Ice M & E
110	Electronic M&E	460	Rental Equipment
122	Electronic M&E - Printed circuit board	470	Research M&E
125	Electronic M&E - Proc support/piping	602	Safes/Safety Deposit Boxes
124	Electronic M&E - Product assembly	403	Service Station Dispensers
123	Electronic M&E - Silicon wafer	402	Service Station M&E
415	Espresso Carts	374	Sewing Equipment
171	F & F Bank	590	Signs Neon/Plastic Illuminated
182	F & F Hospital	600	Small Tools/Patterns
200	F & F Hotel/Motel	612	Software, Canned
186	F & F Nursing Home	613	Software, Custom
170	F & F Office & Wholesale	632	Telephone, Pagers
410	F & F Rest/Bar/Tav & Equipment	611	Telephone/Fax Equipment
180	F & F Retail/Trade	631	Television Sets (For Entertainment)
315	Fixed Loads	620	Test Equipment
392	Forklifts/Lifts/Lift trucks	685	Title Plants
210	Garbage Dumpsters	550	Tower/Satellite Dish
644	Improvement Leased Land	131	VCR's & Video Recorders (incl. rentals)
421	Janitorial Service Equipment	380	Warehouse Equipment
386	Laundry Equipment		

Building Improvement Category Codes

An abbreviated list of the most frequently used new building improvement codes and the ones they replace, is provided here. A full listing, referencing old to new codes and showing valuation indicators, is available on the Forms page of our web site: <http://www.kingcounty.gov/assessor/>

Please include sales tax as part of cost for building (leasehold) improvements.

Building Improvement Category Codes

CODES Thru Eff. 2002 2003	Description	CODES Thru Eff. 2002 2003	Description
700 = 969	Antenna Systems	792 = 963	Kitchen Installation
704 = 969	Asphalt	794 = 969	Labor & Materials
706 = 967	Awnings	796 = 969	Land Improvements
708 = 963	Bar	800 = 968	Leasehold Improvements
710 = 963	Blinds	810 = 969	Machine Installation
716 = 963	Cabinets	814 = 969	Millwork
720 = 963	Carpentry	826 = 961	P/A, Music & Sound Systems
722 = 962	Carpet & Rugs	828 = 963	Painting
726 = 963	Ceiling	830 = 963	Paneling
730 = 966	Computer Room	832 = 966	Plumbing
734 = 969	Concrete	836 = 969	Port. Bldg & Office Trailer
736 = 969	Construction	838 = 963	Rack
740 = 963	Counter/Counter Top	840 = 965	Refrigeration
742 = 964	Crane	842 = 969	Remodel
746 = 963	Desk (Built-In)	844 = 969	Repair
748 = 963	Display Cabinets	846 = 960	Roof
750 = 963	Dividers & Partitions	850 = 966	Security/Fire Alarm Sys
754 = 968	Door & Door Opener	852 = 965	Shades
756 = 963	Drapes	854 = 963	Shelving
758 = 963	Drywall, Wall & Wall Covering	856 = 969	Signs
760 = 966	Electrical Fix & Lights	858 = 963	Sink
764 = 965	Exhaust System/Hood	860 = 961	Smoke Detector
766 = 969	Fence	862 = 961	Sound/Acoustical
770 = 962	Floors & Covering	864 = 966	Sprinkler & Waterline
772 = 969	Foundation & Concrete	868 = 969	Stairs
774 = 963	Framing	870 = 963	Storage
778 = 969	Gates Automatic	872 = 969	Structural
780 = 968	Glass, Windows	874 = 963	Tanks Storage
784 = 965	HVAC	876 = 967	Tile
786 = 965	Insulation	878 = 969	Towers/Satellite Dish
788 = 961	Intercom System	880 = 961	TV Monitor System

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Supplies, Materials and Other Expensed Items

Please provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) Divide yearly supply cost by 12 and report that amount below.

Supplies, Materials & Other Expensed Items (monthly average) \$ _____

For Assessor's use

Exemptions

Washington State Department of Revenue (DOR) Exemption

If your business has either a full or partial exemption from DOR, please provide the exemption number and attach a copy of the exemption determination letter or renewal declaration the DOR sent you. Exemption information is provided in RCW Chapter 84.36. Exemption from federal income tax does not apply.

DOR Exemption Number

Head of Family Exemption - must be applied for annually

This exemption is given to the sole owner of reported property. This exemption is not granted to a partnership or corporation. A qualified taxpayer is allowed only one exemption per year (RCW 84.36.110).

Are you a sole proprietor not currently receiving this exemption on another personal property account that meets one of the following qualifications:

- | | |
|--|--|
| 1. Person receiving an old age pension | 3. Surviving spouse, not married |
| 2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years | 4. Head of household (child and/or spouse) |

Yes **No**

Farm Machinery and Equipment Exemption

Substitute House Bill 1906 exempts farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made. This exemption applies to taxes levied for collection in 2003 and every following year. To qualify, farm machinery and equipment must be used exclusively in growing and producing agricultural products.

To apply for this exemption, please check here and a Qualification Questionnaire will be sent to you.

Video Game Rental Property

Enter the number of these items your business had available for rental at this location as of January 1.

Code	Description	Units
681	# of Laser Discs	
682	# of Game Cartridges	
683	# of Video Tapes	
686	# of DVDs	

Owned Business Assets
Due April 30, 2008 - Penalty for late filing

Account: **Access Code:**

A list of owned business property previously reported appears below. If this is the first time you've filed, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change code from the list below. Use the code that best describes the reason for the change. Also indicate the asset's revised cost. Continue to include assets fully depreciated in your accounting records. Delete assets no longer used in the business or in this county. Also list property not previously reported. For these items, provide a category code (list provided at front of form), the year asset was acquired, a brief description of it and its cost. Report assets at 100% of cost, before trade-in allowance. Include installation, freight and engineering charges. EXCLUDE SALES TAX. Do not list vehicles licensed for use on public streets or highways. Do not calculate depreciation.

Change Codes	N	New Item	T	Transferred In/Out
	S	Sold, scrapped, destroyed	O	Omitted from previous year
	C	Category code change	E	Error

Category Code	Acquisition Year	Description	Change Code	Cost	Revised Cost

|

**Building Improvements
Due April 30, 2008 - Penalty for late filing**

Account: _____ **Access Code:** _____

A list of building and leasehold improvements previously reported appears below. If this is the first time you've filed or have not reported this type of asset before, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change code from those shown below. Use the code that best describes the reason for the change. Also indicate asset's revised cost including sales tax. Please describe items listed in enough detail to determine which are business and which are real property. This will help prevent double assessment of listed property.

IF BUILDING OR OFFICE SPACE IS LEASED, PLEASE ALSO PROVIDE THE FOLLOWING INFORMATION			
Lease Start Date:	_____	Term (in months):	_____
		Expiration Year:	_____
Lessor Name:	_____		Lessor Phone:

In the lease contract, do building improvements become property of the lessor at the time of installation? Yes ___ No ___			
If your answer above is 'No', do building improvements revert to lessor at termination of lease? Yes ___ No ___			
Does lease contract require removal of the building improvements upon completion of the lease term? Yes ___ No ___			

Change Codes

M	Moved from location	T	Transferred In/Out
N	New Leasehold Improvement	O	Omitted from previous year
S	Sold, scrapped, destroyed	E	Error

Category Code	Acquisition Year	Description	Change Code	Cost	Revised Cost	Percent



