Filing the Pierce County Personal Property Asset Listing by Paper
Verify preprinted information for the name, mailing address, UBI # and location address on the upper left side of the form. Make any necessary corrections to the right of the preprinted information. Indicate whether the address change is for MAILING or LOCATION or BOTH.

Note: The location address should be the location as of January 1st.

Business owners are required to file a separate listing for each business location in Pierce County. This is because we must, by law, allocate assessed values to the taxing district in which the property is located. (RCW 84.40.090.)
Type of Business Organization

On the upper right side of the form, circle the appropriate choice under Type of Business Organization.

If your business is a **Sole Proprietorship**, you may qualify for the **Head of Family Exemption** valued up to $15,000. To apply, answer the four related questions and provide your UBI number.

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**Head of Family** means there is someone else living with the business owner; i.e. spouse, child, parent, etc. (It does not mean that the business brings in the majority of income for the household.)

This exemption is granted to only one location or business owned by the same person.

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You must complete the affidavit in its entirety in order to qualify for the exemption; i.e. the UBI number, a detailed asset listing (no Assessor Estimates), contact information, etc.

This exemption must be applied for annually.
If the Business Sold, Closed, or Moved out of Pierce County, mark the box next to *Out of Business or Sold the Business*.

<table>
<thead>
<tr>
<th>Has the Business Closed, Sold or Moved?</th>
<th>□ Yes (Refer to the following.)</th>
<th>□ No (Proceed to Supplies/Spare Parts.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the business has Closed, Sold or Moved, in addition to completing the Asset Listing, please provide the information requested on the portion of the Asset Listing above the Signature space.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete the information requested on the portion of the asset listing above the Signature space. Attach a copy of the *Sales Agreement*, *Bill of Sale*, or an *Assumption Letter to the Asset Listing*.

| HAS THE BUSINESS CLOSED, SOLD OR MOVED? In addition to completing the Personal Property Asset Listing, please provide the information requested below, attach a copy of the *Sales Agreement*, the *Bill of Sale* or an *Assumption Letter* to the Asset Listing and return in the envelope provided. |
|---------------------------------|---------------------------------|
| Date Out of Business: | What happened to assets? |
| Date of Sale: | Selling price of assets: |
| New Owner's Name, Address, City, State, Zip: | |
| Date Moved: | New Location Address: |
| Information Provided By: | Telephone #: |

If your business is moving out of Pierce County or going out of business after January 1\(^{st}\) of the current year, the following year’s taxes are due. (An advance tax can be calculated to enable the owner to close their books.)

**Reminder:** Property taxes follow the equipment/property, not the owner. (This means if you buy a business with taxes due, you will be responsible for paying them.)
Supplies and/or Rental DVDs, Games, Videos, etc.

All businesses should report a *monthly average dollar amount* for the **Supply** figure. The **Supply** figure should include supplies and materials that are not part of the items billed to the customer and are consumed within a 12 month period. *(Supplies do not include niceties; i.e. coffee, beverages, etc. provided by the business owner for staff.)*

Supplies and materials which do not become a part of articles produced for sale would include but are not limited to office, shop, medical, cleaning supplies, paper products, and spare parts.

*Divide the year’s expenditures by 12 and enter the one month average supply amount in the space provided.*

**Example:** If a business spent $18,000 on supplies for the year, the Supply figure to report is $1,500. $18,000 / 12 months = **$1,500 average monthly Supply figure.**

<table>
<thead>
<tr>
<th>Supplies $</th>
<th>1,500</th>
<th>(monthly average) SUPPLIES/SPARE PARTS NOT HELD FOR SALE or which do not become an ingredient or component of an article being produced for sale. Do not include software licenses.</th>
</tr>
</thead>
</table>

**Number of rental DVDs, Games, Videos, etc. on hand on January 1st.**

<table>
<thead>
<tr>
<th>Purchased in:</th>
<th>2011</th>
<th>2010</th>
<th>2009 &amp; prior</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Rental DVD’s, CDs &amp; Laser Discs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Rental BlueRay DVDs &amp; Video Games:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Rental VHS Tapes:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete this portion if your business provides rental **DVD’s, Games, Videos, BlueRay DVDs, etc.** The quantities should reflect the total number available for rent as of January 1st. List the counts of new (purchased the previous year) and prior years separately.
Previously Listed Assets

Previously reported assets are listed by Category, Description, Purchase Year, and Original Cost in the Listing for 20xx Tax Year portion of the form.

Make changes to these costs only if the assets have been destroyed, removed, or replaced. Make any necessary changes to these costs by drawing a line through the Original Cost and entering the correct figure in the Balance Remaining column.

Example: You purchased two $900 computers in 2005, the original cost totaled $1,800. One computer was destroyed 3/5/2011. The original cost of $1,800 should be crossed out and the remaining original cost of $900 should be written under Balance Remaining.

### IMPORTANT REMINDERS:

All assets used to operate the business must be listed regardless of depreciation or being expensed on IRS listings.

**REMEMBER:** The Balance Remaining column is NOT for stating depreciated value.

Costs will be removed ONLY when marked on the corresponding line item. It is NOT sufficient to reference attachments.
No Changes to the Asset Listing?

If there are no changes to the asset listing, please check the box located below the asset listing.

Any listing with an ASSESSOR ESTIMATE should be updated with the actual asset information. Do not check the No Changes box.

Estimated values do not depreciate and are subject to change annually. Failure to provide the detailed asset listing may result in an on-site audit.
Reporting New or Transferred Assets

All assets being used in the course of business should be listed regardless of depreciation or being expensed. Assets not previously reported should be added in the lower section of the form labeled *List new or transferred purchases from the previous calendar year below*. Additional sheets may be attached if necessary.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Transfer</th>
<th>Purchase Year</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>052</td>
<td>FORKLIFT</td>
<td>YES</td>
<td>2005</td>
<td>18,000</td>
</tr>
</tbody>
</table>

• 1) A list of Category Codes has been included on the back side of the Instructions sheet. To identify the type of equipment being reported, select the number from the Category Code list that corresponds to the appropriate equipment type and enter it in the *Category* column. If you are unsure of the correct Category Code, please provide a detailed description and staff will determine the Category.

• 2) Describe the asset, i.e. forklift, software, etc. in the *Description* column.

• 3) Enter YES in the *Transfer* column if an asset has been transferred from another location. Any previous years assets that are not coded YES will be treated as omissions from previous listings and prior years taxes will be adjusted accordingly.

• 4) Under *Purchase Year*, enter the year that the asset was originally purchased.

• 5) Under *Original Cost*, enter the cost of the asset including freight, installation, and any trade-in-allowances. **Do not include sales tax.**

*If an asset was leased and is now owned, list the original year the lease started and the original amount of the lease. Indicate the asset was previously leased in the description column.*
Leasehold Improvements & Leased Equipment

Leasehold Improvements refer to additions and improvements made by the tenant/lessee to the land and/or buildings owned by someone else.

A detailed listing should include the Improvement Description, Lessee Cost, and Year Installed.

Leasehold improvements include but are not limited to awnings, signs, landscaping, counters, kitchen vents, acoustic ceilings, partition walls, walk-in coolers, plumbing, wiring, drapes/blinds, flooring/carpeting, shelving/cabinets, paint booths, postal/safe deposit boxes, etc.

All Leased Equipment should be reported.

Include Leasing Company Name/Address, Equipment Description, Date of Lease, Term of Lease, Monthly Rent and Total Cost in Year of Installation.

<table>
<thead>
<tr>
<th>Leasehold Improvement Description (describe in detail)</th>
<th>Lessee Cost</th>
<th>Year Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashing sign – 4 x 6 ft</td>
<td>$2,300</td>
<td>2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leasing Company Name/Address</th>
<th>Equipment Description</th>
<th>Date of Lease</th>
<th>Term of Lease</th>
<th>Monthly Rent</th>
<th>Total Cost in Year of Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copiers of America</td>
<td>Photo Copier</td>
<td>12/2011</td>
<td>60 mos</td>
<td>$536</td>
<td>$32,160</td>
</tr>
</tbody>
</table>

Copiers of America
2401 So 35th St
Tacoma, WA  98409

Photo Copier 12/2011  60 mos $536 $32,160
Flashing sign – 4 x 6 ft $2,300 2009
Enter the *Revised Total* cost of the assets in the box provided.

The revised total should include the adjustments to the assets already listed and the additions reported.

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**TOTAL** 45,800

**REVISED TOTAL**
(Reflecting Adjustments and/or New Assets)

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Jane Doe  
Owner’s or Agent’s Signature

Jane Doe  
Owner’s or Agent’s Name Printed

John Smith  
Preparer’s Name Printed

(253) 555-1234  
Preparer’s Telephone Number

jsmith@gmail.com  
Preparer’s Email Address

April 29, 2012  
Date Mailed

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Please make a copy for your records.

This return is subject to audit and verification by the Pierce County Assessor-Treasurer and Washington State Department of Revenue. The contents of this form conform to the standards as prescribed by the Washington State Department of Revenue.

A PERSONAL PROPERTY VALUATION NOTICE WILL BE SENT AT A LATER DATE.
THIS IS NOT A TAX BILL.

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Complete Owner’s/Agent’s Signature and Printed Name; Preparer’s Printed Name, Telephone Number and Email Address. Enter date mailed and make a copy for your records.
Personal Property Asset Listing
Due April 30th

• Please return the completed asset listing by April 30th (RCW 84.40.130) in the envelope provided.

• For additional help, please contact the Personal Property staff at pcatrpp@co.pierce.wa.us or call (253)798-7130 or (253)798-2718.