

Personal Property Listing Form



AFFIDAVIT FOR LISTING PERSONAL PROPERTY
 RCW 84.40.040(190)

2401 South 35th Street Room 142
 Tacoma, Washington 98409
 (253)798-7130 or (253)798-2718

Enter address changes below.
 Indicate if changes are MAILING
 or LOCATION or BOTH.

DATE DUE: Apr 30, 2012

Penalty for filing late is 5% for each month after the due date, up to 25%. Willful failure to file will result in a 100% penalty.



SMITHS DINER
 2401 S 35TH ST RM 142
 TACOMA WA 98409-7460

Type of Business Organization (circle one)
 Partnership Corporation Sole Proprietor Other

If Sole Proprietor of this Reported Property, are you...

1. The head of a family? Yes No Must apply annually and ;
 2. A widower or widower? Yes No provide UBI number ;
 3. A citizen over 65 years of age with 10 years continuous State residency? Yes No
 4. Claiming the Head of Household exemption on any other business in this or any other County? Yes No

Account Number: 12001 26786
 UBI Number: 600123456
 Location Address: 2401 S 35TH ST
 Real Estate Parcel: 7005000521
 Tax Code Area: 005
 Use Code: 5800 RESTAURANT

12001 26786

Out of Business or Sold the Business

If you are *Out of Business* or have *Sold the Business*, in addition to completing the Affidavit, please complete the information requested on the lower portion of the page titled **Instructions for Completing the Personal Property Affidavit**. Staple both pages together and return in the pink self-addressed envelope provided.

Supplies \$ (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.

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

| Purchased in: | 2011 | 2010 | 2009 | & prior |
|--|------|------|------|---------|
| # of Rental DVDs, CDs & Laser Discs | | | | |
| # of Rental Blu-Ray DVDs & Video Games | | | | |
| # of Rental VHS Tapes | | | | |

This mailing included information about document scanning requirements; detailed Instructions for completing the form; a Category Code listing and a return envelope. This information is also available at www.piercecountywa.org/atr.

Electronic filing is NOW AVAILABLE! For details, go to <http://efile.co.pierce.wa.us>.

Removing Assets: The Balance Remaining column below should be used to adjust costs for equipment that has been replaced, junked, sold or transferred out of county. It is not for stating the depreciated value. The Assessor-Treasurer's staff will apply the State of Washington's depreciation tables to determine fair market value. Costs will be removed ONLY when marked on the corresponding line item. It is NOT sufficient to reference attachments.

REMEMBER: Make all changes in BLUE or BLACK.

Listing for 2013 Tax Year

| OFFICE USE ONLY | Third | Category | Description | Purchase Year | Original Cost | Balance Remaining (NOT depreciated value) |
|-----------------|-------|----------------------|-------------|---------------|---------------|---|
| C | 012 | COMPUTERS | | 2005 | 1,800 | |
| 19 | 047 | RESTAURANT EQUIPMENT | | 2010 | 43,500 | |
| SUPL | SUP | SUPPLIES | | 2010 | 500 | |

AFFIDAVIT FOR LISTING PERSONAL PROPERTY - CONTINUED

Listing for 2013 Tax Year

APPROVED TOTAL OF ORIGINAL COSTS OF ALL ASSETS LISTED HEREON: _____

REMOVED TOTAL (DEPRECIATION AND OTHER ADJUSTMENTS FROM ASSETS): _____

Net Total to be Listed: _____

Where are no changes to be made, please mark the box

I, the undersigned, certify that the information furnished herein is true and correct to the best of my knowledge and belief, and that the same is not subject to any lien or other claim of any nature whatsoever, and that the same is not subject to any other claim of any nature whatsoever, and that the same is not subject to any other claim of any nature whatsoever.

Signature of Assessor-Treasurer: _____

Signature of Taxpayer: _____

Date: _____

This return is subject to audit and if any information is found to be incorrect, the Assessor-Treasurer will adjust the return and notify the Assessor-Treasurer's Office of any changes. The Assessor-Treasurer will also notify the Assessor-Treasurer's Office of any changes. A PERSONAL PROPERTY VALUATION NOTICE WILL BE SENT AT A LATER DATE.

THIS IS NOT A TAX BILL.

Anyone operating a business in the State of Washington is required to provide a Personal Property Listing annually to the county assessor for assessment and taxation purposes. (RCW 84.40.020)

All personal property subject to taxation shall be listed with reference to its original cost and ownership on January 1st for taxes payable the following year.

Assets purchased last year (or prior to January 1st of this year) should be listed. They will be assessed this year for taxes due next year.

Example: The listing filed in 2012 should include the assets purchased in 2011 and any previously omitted assets. This listing will generate the 2012 value for taxes payable in 2013.

Personal Property Filing Cycle

- The **Personal Property Listing is mailed in late December** each year for paper filers and an e-mail notification is sent to those enrolled in the electronic filing system (eFiling).
- **The asset listing should be reviewed, updated as necessary, and submitted by April 30th** to avoid late file penalties. Assets purchased last year (or prior to January 1st of this year) should be listed. They will be assessed this year for taxes due next year.
- The age, cost, and description of the assets listed on the filing are used to determine the value. The depreciation tables provided by the Washington State Department of Revenue are used to determine the taxable value. **In mid-October, after the value of the account has been certified, the Notice of Value is provided to the property owner or agent. The value identified on the Value Change Notice is the basis for the following year's tax.**
- **The property tax statements are mailed during February** of the following year. If the amount of tax due is \$50 or less, full payment is due by April 30th. If the tax due is over \$50, half the tax is due by April 30th and the balance by October 31st.

Exemptions

Head of Family Exemption

If your business is a Sole Proprietorship, you may qualify for the Head of Family Exemption valued up to \$15,000. Please note, Head of Family means there is someone else living with the business owner such as a spouse, child, or parent. It does not mean that the business brings in the majority of income for the household.

To apply, answer the four related questions on the personal property filing and provide your UBI number. You must complete the filing in its entirety in order to qualify for the exemption and you must apply for the exemption annually.

Farm Machinery and Equipment Exemption

All qualifying farm machinery and equipment is exempt from the state property tax (RCW 84.36.630,) Qualifying equipment is still subject to local property taxes and must continue to be reported on the county personal property listing form. For more information, select [Application for Exemption of Farm Machinery and Equipment](#) on the Assessor-Treasurer's website under **Personal Property Forms**.

For a listing of qualifying farming activities refer to RCW 82.04.213 and RCW 15.85.020.

Claims for either of these exemptions must be submitted by April 30th each year with the personal property listing form.