



Electronic filing is fast, convenient, secure and the preferred way of filing! eFiling minimizes input errors and reduces costs. Once enrolled, you can access your account and make changes, incorporate descriptions and asset numbers specific to your business – even download an excel file. For information and detailed instructions, go to www.piercecountywa.org/atr. Select Personal Property/eFile Personal Property Listing.

I. General Information when filing a paper document:

- If you decide to file a paper document, use of the affidavit provided is required. Do not send attachments unless they are for New or Transferred Assets as explained below. If filing electronically, do not submit a paper copy.
Verify Taxpayer Name and Mailing Address, UBI # and Location Address located in 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. Please do not obliterate the original information.
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 Household Exemption. To apply, answer the four related questions and provide your UBI number. You must complete the affidavit in its entirety; i.e. a detailed asset listing (no Assessor Estimates), contact information, etc.
If you are Out of Business or have Sold the Business, in addition to completing the affidavit, please provide the information requested on the lower portion of this page along with a copy of the Sales Agreement or Bill of Sale. Staple all pages together and return in the envelope provided.
In the area labeled Supplies, place the average monthly dollar amount of supply costs. Supplies and materials which do not become ingredients or components of articles produced for sale would include but are not limited to office, shop, cleaning, paper products, medical supplies and spare parts. Divide the year's expenditure by 12 and enter the monthly average amount in the space provided.
The Number of rental DVDs, Games, Videos, BluRay DVDs and games, etc. portion of the form should reflect the total number available for rent as of January 1st.

II. 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. Costs will be removed ONLY when marked on the corresponding line item. It is NOT sufficient to reference attachments.
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. The Balance Remaining column is not for stating the depreciated value.
If there are No Changes to the assets listed, please mark the box located below the asset listing. Any listing with an ASSESSOR ESTIMATE should be updated with the actual asset information. Do not mark the No Changes box.

III. 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. (Leasehold Improvements and Leased Equipment should be listed in the areas designated on the form.)
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. A list of Category Codes has been included on the reverse side of this page. If you are unsure of the correct Category Code, please provide a detailed description and staff will determine the Category.
Describe the asset, i.e. forklift, software, etc., in the Description column.
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.
Under Purchase Year, enter the year that the asset was originally purchased.
Under Original Cost, enter the cost of the asset including freight, installation and any trade-in allowance. Do not include sales tax.
If an asset has been 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.

IV. Leasehold Improvements:

- 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.

V. Leased Equipment:

- 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.

VI. Signature:

- 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. Return the completed affidavit by April 30th (RCW 84.40.130) in the envelope provided.

VII. Contact Us:

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

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If you no longer own this business, please provide the information requested below, attach this portion of the page and a copy of the Sales Agreement or Bill of Sale to the completed Affidavit for Listing Personal Property and return it in the envelope provided.

Form with fields for Location Address, Account Number, New Owner's Name, Date, Out of Business, What happened to assets?, New Owner's Address, Date of Sale, Selling Price of Assets, City, State/Zip, Date Moved, Out of County, New Location Address, Method of Transfer (circle one): Deed Contract Bulk Sale Title Transfer Repossession Other (explain), Information Provided By, Telephone #.