



Pierce County
Office of the Assessor-Treasurer
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www.piercecountywa.org/atr



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Personal Property Workshops and On-line Tutorials

Attend a **FREE Workshop** to learn . . .
WHAT Personal Property is and HOW to complete the Affidavit.

Workshop Specifics

- Step-by-step instructions for completing the affidavit.
- How to correctly list assets, leasehold improvements, and leased equipment.
- Accountants and Bookkeepers: How you can do a better job for your clients.
- Business owners: Learn to “do it yourself.”
- Estimate next year’s taxes for budgeting purposes.

Workshop Dates, Times & Location

Wednesday – March 21, 2012 – 8:30 am
 Thursday – April 5, 2012 – 3:00 pm

Workshops will be held at the Pierce County Annex
 2401 South 35th Street – Conference Room D
 Tacoma, WA

Register on-line at www.piercecountywa.org/atr. Select Personal Property and click on Workshop Registration.

For more information call (253) 798-7130 or (800) 992-2456 ext. 7130

Organized groups of 10 or more are invited to schedule an exclusive workshop date. Call for details.

Unable to attend a Workshop? On-line Tutorials are NOW Available

Go to www.piercecountywa.org/atr. From the Personal Property menu option on the left, click on Online Tutorials and choose one of the three headings to view the desired tutorial.

Tutorial Selections

Purpose of & Deadline for Filing

- What are the statutory requirements?
- What is the due date?
- What happens if the due date is missed?

Valuing Personal Property

- How is the value of Personal Property computed?
- When will the Notice of Value be sent?
- What should be done if you disagree with the value or discover an error?

Completing the Form

- Step-by-step instructions from start to finish.
- For a written page of instructions click on the heading “Instructions for Completing the Affidavit” near the bottom of the page.