



Pierce County

Office of the Assessor-Treasurer

2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3705
ATLAS (253) 798-3333
www.piercecountywa.org/atr

DALE WASHAM
Assessor-Treasurer

eFile System for Reporting Personal Property Assets

How to use Electronic Filing (eFiling) to file your
Personal Property Listing online.

Table of Contents

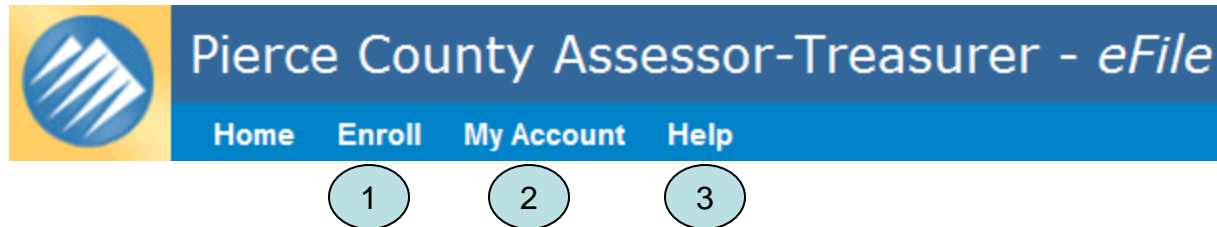
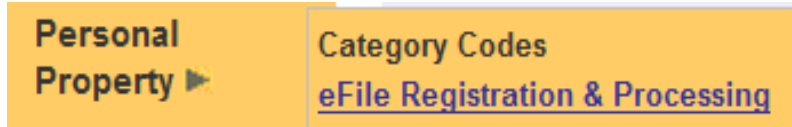
To move directly to a Topic, simply click on that Topic in the list below.

- [Table of Contents](#)
- [eFile Homepage](#)
- [Enrolling](#)
- [Terms and Conditions for Use](#)
- [Logging In/Forgot your Password](#)
- [Accessing and Navigating in an Account](#)
- [Discontinue eFiling selected Accounts](#)
- [Change Enrollment Information/
Add Accounts](#)
- [Add Account Access](#)
- [Submit Current Year Listing](#)
- [Submit Current Year Listing \(continued\)](#)
- [Exemptions](#)
- [Asset Listing/Edit Selected Items](#)
- [Asset Listing/Input New Items](#)
- [Supplies](#)
- [Leasehold Improvements](#)
- [Leased Equipment](#)
- [Asset Listing/Bulk Items](#)
- [Pasting Bulk Items Example](#)
- [Verify Listing has been Submitted](#)
- [Business has Sold or Closed](#)
- [Change of Address](#)
- [Update Owner](#)
- [Print Assessment Notice](#)

eFile Homepage

Go to <http://efile.co.pierce.wa.us>

Or from the Pierce County Assessor-Treasurer website www.piercecountywa.org/atr, click on **Personal Property** (scroll down left side of page) and select **eFile Registration & Processing** from dropdown list.



- 1) First time users must **Enroll** before using eFile.
- 2) After you have enrolled and received your **User Name** and **Password**, you will log in from **My Account**.
- 3) For instructions on how to efile Personal Property Affidavits, select the **Help** menu item.

Enrolling

1

Applicant Information

* denotes a required field

Business Name:

Address Line 1:

First Name:

Address Line 2:

Middle Name:

Address Line 3:

Last Name:

City:

Care Of:

State:

e-mail:

Postal Code:

Verify e-mail:

Country:

Phone Number: - - ext.

- 1) Enter the requested **Applicant Information**.
- 2) Enter each account you are filing for under **Electronic Filing Accounts**.
- 3) Click continue.
- 4) Verify the **Enrollment Applicant Information**. Click **Continue** to proceed to the Enrollment Confirmation.

2

Electronic Filing Accounts

Property Tax Account:

Remove Selected:

Select	Property Tax Account	Owner Name	Situs Address	Located On Real Property
No Records Found				

3

1. Please verify that the Enrollment Applicant Information below is correct.
2. Press the **Edit** button to make any necessary corrections.
3. Press **Continue**.

4

Enrollment Acknowledgement

Enrollment Applicant Information

First Name	JOHN
Middle Name	A
Last Name	SMITH
Care Of	JANE DOE CPA
Address 1	2401 S 35th St Rm 142
Address 2	
Address 3	
City	TACOMA
State Code	Washington
Postal Code	98404
Country Code	UNITED STATES
Confirmation Email	SMITH@GMAIL.COM
Phone Number	253-798-2718
Business Name	SMITHS DINER

Accounts List

Property Tax Account	Owner Name	Situs Address	Located On Real Property	Real Property Situs
No Records Found				

1. Correct any mistakes in the application information

2. Proceed to the Enrollment Confirmation

If you need to stop the Enrollment Application

Terms and Conditions for Use

It is important to read and understand the **Terms and Conditions**.

Check the box next to **I accept the terms and conditions listed above** and click **I Accept**.



Terms and Conditions Agreement for Electronically Filing the Pierce County Personal Property Listing Affidavit

Warranty: By accepting the terms of this Agreement, you verify that you have the authority to file on behalf of the business account(s) identified.

Effective Date: This Agreement shall be effective as of the date of enrollment and will continue until any party is notified otherwise.

Grant of Use: The Pierce County Assessor-Treasurer's Office grants you a limited, revocable, non-exclusive, non-transferable right to use this service. Revocation of use does not eliminate the need to file.

Agency Obligations: The Assessor-Treasurer's Office will 1) respond electronically to enrollment applications within 1 business day of submittal; 2) process the eFile affidavit; and 3) notify eFilers electronically when the Assessment Notice is available.

Users/Agents Obligations: It is the Users/Agents responsibility to 1) submit the Applicant Information by April 15 in order to receive confirmation and file by the deadline of April 30; 2) maintain User Name and Password for use in current and future transactions; 3) file information timely and accurately. Filing late may result in penalties applied to the next year's taxes; 4) notify clients with the updated assessment information for the current year; and 5) notify the Assessor-Treasurer's Office of any agent/agent information changes.

Limitation of Liability: At certain times of year, based on tax and assessment processes, portions of the information found herein may not be current. All critical information should be verified with the Assessor-Treasurer's Office at (253) 798-7130 or (253) 798-2718.

I accept the terms and conditions listed above

Your enrollment is now finished and the application has been submitted electronically to the Assessor-Treasurer's Office.

After submitting your request, please allow 1 business day for the email response from the Assessor-Treasurer's Office for confirmation and approval/denial.

Once you receive the email with your **User Name** and **Password** you may log into your account.

Logging In/Forgot your Password

Click on **My Account**.
Enter **User Name** and **Password**.
Click on **Login**.

Pierce County Assessor-Treasurer - eFile

Home Enroll My Account Help

User Name: *

Password: *

Login

[Forgot your User Name and Password?](#)

1

1) If you forgot your **User Name** and **Password**, click on **Forgot your User Name and Password?**

2) Enter email address originally used to enroll (case sensitive), click **Submit**.

3) The **User Name** and **Password** will be emailed to you.

Enter the email address that you used to enroll.

2

Email Address

Submit

3

Your account information has been sent to you.

Accessing and Navigating in an Account

- 1) To open and modify an account click **View My Personal Property Filing Accounts**. A list of **Personal Property Filing Accounts** will appear on the lower portion of the page.
- 2) Select parcel and click **Open the selected Account for filing**.
- 3) Listings efiled for prior years are available by selecting **View My Personal Property Filing Account History**.

My Account

Account Actions

- 1 [View My Personal Property Filing Accounts](#)
 - [View My Personal Property Filing Account History](#) 3

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
2	1200126791	Ready for Filing		DOE JOHN	2401 S 35TH , TACOMA, WA 98409		

Open the selected Account for filing

Discontinue eFiling of selected Account

Associate Secondary Login With Selected Account

To discontinue eFiling selected Accounts...

Accounts should be closed for electronic filing if the authorized agent changes.

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

From **My Account**, select **View My Personal Property Filing Accounts**.

Select Account

Personal Property Filing Accounts							
Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
<input checked="" type="radio"/>	1200126791	Ready for Filing		DOE JOHN	2401 S 35TH , TACOMA, WA 98409		

Click **Discontinue eFiling of selected Account**.

Close Account

Close Account Instructions

Your are about to close the Filing Account for the Property ID: 1200040868

Select **Close Account**

Changing your Enrollment Information/ Adding Additional Accounts

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- 1 • [Change My Enrollment Information or Add Additional Accounts](#)

From **My Account** page,

- 1) Click on **Change My Enrollment Information or Add Additional Accounts**.
- 2) Make the appropriate changes and click on **Submit Changes** box.

Account Owner Information

* denotes a required field

Business Name:	<input type="text" value="SMITHS DINER"/>	Address Line 1: *	<input type="text" value="2401 S 35th St Rm 142"/>
First Name: *	<input type="text" value="JOHN"/>	Address Line 2:	<input type="text"/>
Middle Name:	<input type="text" value="A"/>	Address Line 3:	<input type="text"/>
Last Name: *	<input type="text" value="SMITH"/>	City: *	<input type="text" value="TACOMA"/>
Care Of:	<input type="text" value="JANE DOE CPA"/>	State: *	<input type="text" value="Washington"/>
e-mail: *	<input type="text" value="SMITH@GMAIL.COM"/>	Postal Code: *	<input type="text" value="98404"/>
Verify e-mail: *	<input type="text" value="SMITH@GMAIL.COM"/>	Country: *	<input type="text" value="UNITED STATES"/>
Phone Number: *	<input type="text" value="253"/> - <input type="text" value="798"/> - <input type="text" value="6111"/> ext. <input type="text"/>		

Current Electronic Filing Accounts

Property Tax Account:

2

Adding Account Access

If an agent is filing on the owner's behalf, they can register for a **Secondary Login** to allow the owner READ ONLY rights to the account information.

My Account

Account Actions

- 1) [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
2	1200126786	Already Filed		SMITHS DINER	2401 S 35TH ST, PIERCE COUNTY, WA	7005000521	2401 S 35TH ST, PIERCE COUNTY, WA

Open the selected Account for filing

Discontinue eFiling of selected Account

Associate Secondary Login With Selected Account

3

- 1) From **My Account**, select **View My Personal Property Filing Accounts**.
- 2) Select account.
- 3) Click **Associate Secondary Login With Selected Account**.
- 4) Enter required information, click **Save**.

All Fields Required

Name * John Smith

Email Address * smithdiner@gmail.com

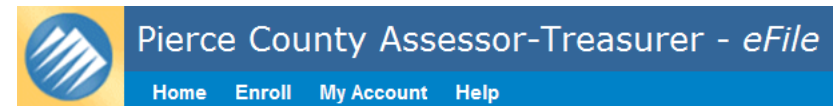
4
Phone Number * 253 - 798 - 6111 ext.

Save Cancel

If you are the owner whose agent has filed on your behalf and registered a **Secondary Login**, you will have READ ONLY rights to the account information.

To access your account, select the **My Account** menu item on the eFile **Personal Property Filing System** page. Enter the **User Name** and **Password** (both are case sensitive) emailed to you when the **Secondary Login** was registered and click **Login**.

*To view account information, it must be in the **Already Filed** status.*



User Name: *

Password: *

Login

[Forgot your User Name and Password?](#)

Submit Current Year Listing

Email notifications are sent in late December advising users to complete and efile their asset listings. Listings should be submitted by April 30th to avoid late filing penalties.

Be aware that the system may time out after 10 minutes of inactivity.

Login to access your accounts.

- 1) From **My Account**, select **View my Personal Property Filing Accounts**.
- 2) Select parcel and click the **Open the selected Account for filing** box.

My Account

Account Actions

- ① [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Addition](#)

Enter filing information into the **Personal Property Declaration** section.

Personal Property Declaration

Parcel Number: 1200040868

③ Business Type [Change of Status](#) [Change of Address](#) [Update Owner](#) [Asset Listing](#)

I want to change Business Type selections

④ Corporation Industrial Account Partnership Sole Proprietor Title Plant Unknown Type

If SOLE OWNER of this reported property, are you

1. The head of the family ?

2. A widow or widower ?

3. A citizen over 65 years of age with 10 years of continuous state residence ?

4. Claiming this exemption on any other form in this or any other county ?

⑤ Farm Machinery and Equipment Exemption (If you are claiming this exemption, please complete this [application](#))

UBI Number

[Save Changes](#) [Cancel Changes](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs A
<input checked="" type="radio"/>	1200126791	Ready for Filing		DOE JOHN	2401 S 35TH , TACOMA, WA 98409		

② [Open the selected Account for filing](#) [Discontinue eFiling of selected Account](#) [Associate Secondary Login With Selected Account](#)

3) Verify **Business Type**.

4) If **Sole Proprietor** is selected, mark any or all of the questions related to the Head of Family Exemption. To apply for the Head of Family Exemption, a UBI number must be provided.

5) To apply for the **Farm Machinery and Equipment Exemption**, check the appropriate box and click on the [application](#) link.

Refer to the Exemption Page for more details on the Head of Family and/or Farm Machinery and Equipment exemptions.

(continued)

Submit Current Year Listing (continued)

Personal Property Declaration
Parcel Number: 1200-3868

Business Type: **Change of Status** (1) | **Change of Address** (2) | **Update Owner** (3) | **Asset Listing** (4)

I want to change Business Type selections

Corporation Industrial Account Partnership Sole Proprietor Title Plant Unknown Type

If SOLE OWNER of this reported property, are you

1. The head of the family ?
 2. A widow or widower ?
 3. A citizen over 65 years of age with 10 years of continuous state residence ?
 4. Claiming this exemption on any other form in this or any other county ?

Farm Machinery and Equipment Exemption (If you are claiming this exemption, please complete this [application](#))

UBI Number:

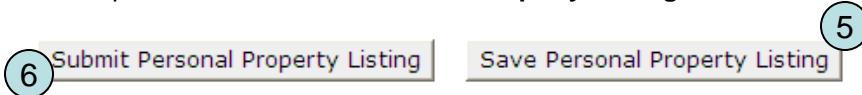
Enter and save changes on the appropriate tab

Report . . .

- 1) sale or closure of the business on the **Change of Status** tab;
- 2) mailing and/or location address changes on the **Change of Address** tab;
- 3) corrections and/or changes of the business name on the **Update Owner** tab. (Do not use this tab to report a sale, see Change of Status tab).
- 4) The **Asset Listing** tab should be used to update the business assets. *The **Asset Listing** must include all Personal Property including Leasehold Improvements, Leased Equipment , and Supplies.*

Be aware that the system may time out after 10 minutes of inactivity.

- 5) Click on **Save Personal Property Listing** box in order to save changes and have the ability to go back into the account.
- 6) Once completed, click **Submit Personal Property Listing** at the bottom of the **Asset Listing** page.



7) The **Filing Review** screen will display a summary of the filing with the following message **Please review filing before final submittal.**

8) Review the data, scroll to the bottom of the screen and click **Submit** for final submittal or click **Cancel** to edit data.

Print a copy for your records.

Filing Review
Please review filing before final submittal.

(7)

(8)

[Printable Version](#)

Exemptions

Personal Property Declaration
Parcel Number: 1200040868

Business Type **Change of Status** Change of Address Update Owner Asset Listing

I want to change Business Type selections

Corporation Industrial Account Partnership Sole Proprietor Title Plant Unknown type

If SOLE OWNER of this reported property, are you

1. The head of the family ?

2. A widow or widower ?

3. A citizen over 65 years of age with 10 years of continuous state residence ?

4. Claiming this exemption on any other form in this or any other county ?

Farm Machinery and Equipment Exemption (If you are claiming this exemption, please complete this [application](#))

UBI Number: _____

Save Changes **Cancel Changes**

To apply for the **Head of Family Exemption**, check the box next to any of the applicable questions listed below **If SOLE OWNER of this reported property, are you**.

Note: A UBI number and detailed asset listing must be provided in order to qualify for the exemption.

To apply for the **Farm Machinery and Equipment Exemption**, check the appropriate box and click on the [application](#) link.

Complete and print the **Farm Machinery and Exemption** application. *Mail or FAX the completed and signed application to:*

Pierce County Assessor-Treasurer's Office
Personal Property Department
2401 S 35th Street Rm 142
Tacoma, WA 98409

FAX to (253)798-3705, Attn. Personal Property Dept.

When finished, click **Save Changes** then select the next applicable tab.

Department of Revenue
Application for Exemption of Farm Machinery and Equipment to be Filed with _____ County Personal Property Listing Form

Under RCW 84.36.030, all qualifying farm machinery and equipment is exempt from the state property tax. Qualifying equipment is still subject to local property taxes and must continue to be reported on the county personal property listing form. Qualifying machinery and equipment must be: (1) owned by an active farmer, (i.e. someone who is in the business of farming), and (2) the equipment must have been used in the business of farming during each year the claim for exemption is made. Additionally, equipment claimed for exemption must also have been used exclusively in growing, raising, or producing agricultural products. Equipment not qualifying includes: (1) equipment used in growing, raising, or producing agricultural products for a person's own consumption, (2) equipment used in the selling of animals from stockyards, slaughter houses, and packing houses, and (3) equipment used in cultivating or raising timber. The claim for exemption must be submitted by April 30th each year with the personal property listing form to the County Assessor where the personal property is located. For a listing of qualifying farming activities refer to RCW 82.04.213 and RCW 15.85.020.

Applicant's Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Date of Application: _____ Assessment / Claim Year: _____

Personal Property Claimed (Must have been used exclusively in farming in year claimed and owned by a "Farmer")
Property Location Where Farming is Performed: _____
Personal Property Parcel / Account No: _____
Listing and Description of Personal Property Claimed for Exemption (If more space is needed, attach a separate listing)

Equipment Description	Year of Acquisition	Purchase Price (less sales tax)

Qualification Questionnaire
Type of Farming: (e.g. dairy, wheat, livestock, etc.) _____

A "Farmer" owns the personal property claimed for exemption? Yes No

Are you currently engaged in the business of growing, raising, or producing agricultural products? Yes No

Do you own or have a present right of possession of the land upon which the property is located? Yes No

Do you grow or produce agricultural products that are for sale? Yes No

Do you consider yourself to be a "farmer" as defined in RCW 82.04.213(2), below? Yes No

"Farmer" means any person engaged in the business of growing, raising, or producing upon the person's own lands or upon the lands in which the person has a present right of possession, any agricultural product to be sold. "Farmer" does not include a person growing, raising, or producing such products for the person's own consumption, a person selling any animal or substance obtained therefrom in connection with the person's business of operating a stockyard or a slaughter or packinghouse, a person in respect to the business of raising, cultivating, or raising timber.

Is a personal property listing form filed or attached for the claim year, listing all farm equipment? Yes No

Certification
I certify under penalty of perjury under the laws of the state of Washington that a "farmer" owns the above described farm machinery and equipment and it is used exclusively in growing, raising, or producing agricultural products during the calendar year for which the claim for exemption is made. I further certify that the statements made in this application are true and correct.

Date: _____ Signature: _____

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Telenote (TTY) users may call 1.800.451.7985.

Asset Listing/Edit Selected Items

Asset Listing							
Edit Selected Items		Input New Items		Paste Bulk Items for New or Transferred Only			
Select	New	Group #	Item #	Description	Purchase Year	Original Cost	
<input checked="" type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800	

From **Asset Listing** tab, review the listing.

Check the **Select** box for each item that had a change in the **Original Cost** from the prior filing year.

Click the **Edit Selected Items** box.

Edit **Listed Items** and click on **Save**.

Currently Listed Items	
Group #:	61
Item #:	0010
Description:	COMPUTER SYSTEMS/PERSONAL (computers)
Purchase Year:	2005
Original Cost:	1800
Revised Cost:	<input type="text" value="900"/>
Reason:	<input type="text" value="Item Destroyed [include Date]"/> <input type="button" value="v"/>
Notes:	<input type="text" value="Item Destroyed [include Date] 3/5/2011"/>

Example: You purchased two \$900 computers in 2005, the original cost totaled \$1,800. One computer was destroyed 3/5/2011. The original cost should be changed from \$1,800 to \$900 on the 2012 Personal Property Listing.

Select	New	Group #	Item #	Description	Purchase Year	Original Cost	Revised Cost	Notes
<input type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800	900	Item Destroyed [include Date]3/05/2011

Go to **Submit Current Year Listing** for details on submitting the completed filing.

Asset Listing/Input New Items

From **Asset Listing** tab, click on the **Input New Items** box.

Asset Listing

Edit Selected Items **Input New Items** Paste Bulk Items for New or Transferred Only

Select	New	Group #	Item #	Description	Purchase Year	Original Cost
<input checked="" type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800

Input New Item

Item Description: COMPUTER

Purchase Year: 2011

Cost: 900

Reason: Purchase [enter required information]

Notes (enter required information): Purchase [enter required information]

Buttons: Cancel Save Item and Done Save Item and Add Another

Input the **Item Description**, **Purchase Year**, and **Cost**. Select **Reason** from the dropdown menu.

Press **Save Item and Done** when complete or press **Save Item and Add Another** to save the new item and return to this page.

Reason - Choose from the dropdown menu

Leased From (include Owner's Name and Address/Equipment Description/Date of Lease/Term of Lease/Monthly Rent/Total Cost in Year of Installation).

Leasehold (include improvement Description/Lessee cost/Year Installed).

Leased To (include Business Name and Address).

Prior Lease Now Owned (include Original Year Lease Started/Original Amount of Lease).

Purchase (include description/Purchase Year/Original Cost).

Transferred from Another Location (include Location and Date of Transfer).

Go to **Submit Current Year Listing** for details on submitting the completed filing.

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 Description, Original Cost, and Purchase Year.

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.

1. From the **Asset Listing** tab, select **Input New Items** tab.
2. Enter **Item Description, Purchase Year, Cost, Reason,** and **Notes (enter required information)**.
3. Click on **Save Item and Done** when complete or **Save Item and Add Another** to save the new item and return to this page.

Business Type | Change of Status | Change of Address | Update Owner | **Asset Listing**

The **Asset Listing** must include all Personal Property including Leasehold Improvements and Leased Equipment used to conduct business in Pierce County as of January 1st of the current year.

When you are finished modifying the assets, press the **Submit Personal Property Listing** command button.

If you are not done modifying asset changes, press the **Save Personal Property Listing** button to save changes.

Three options are available for updating the listing of assets:

1. Edit Selected Items

Check the Select box for each item that had a change in original cost from the prior filing year.

2. Add New Items

Add original cost of new items acquired or moved to this location since the prior filing year.

3. Paste Bulk Input

This feature allows users to add new or transferred assets by pasting bulk input items from spreadsheets or delimited files. Do not include assets already listed in the Asset Listing. Failure to do so will result in a double assessment.

Asset Listing

Asset Listing						
Edit Selected Items		Input New Items		Paste Bulk Items for New or Transferred Only		
Select	New	Group #	Item #	Description	Purchase Year	Original Cost
<input checked="" type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800

Input New Item

Item Description: Leasehold Improvements (partition walls, counters, flooring/carpeting)

Purchase Year: 2011

Cost: 40000

Reason: Leasehold [enter required information]

Notes (enter required information): Leasehold [enter required information]

Buttons: Cancel | Save Item and Done | Save Item and Add Another

3

Leased Equipment

All Leased Equipment should be reported. Include *Owner's Name/Address, Equipment Description, Date of Lease, Term of Lease, Monthly Rent and Total Cost in Year of Installation.*

From the **Asset Listing** tab, select **Input New Items** box.

Business Type | Change of Status | Change of Address | Update Owner | **Asset Listing**

The **Asset Listing** must include all Personal Property including *Leasehold Improvements* and *Leased Equipment* used to conduct business in Pierce County as of January 1st of the current year.

When you are finished modifying the assets, press the **Submit Personal Property Listing** command button.

If you are not done modifying asset changes, press the **Save Personal Property Listing** button to save changes.

Three options are available for updating the listing of assets:

1. Edit Selected Items

Check the Select box for each item that had a change in original cost from the prior filing year.

2. Add New Items

Add original cost of new items acquired or moved to this location since the prior filing year.

3. Paste Bulk Input

This feature allows users to add new or transferred assets by pasting bulk input items from spreadsheets or delimited files. Do not include assets already listed in the Asset Listing. Failure to do so will result in a double assessment.

Asset Listing

Select	New	Group #	Item #	Description	Purchase Year	Original Cost
<input checked="" type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800

Input New Item

Item Description: Leased Photo Copier

Purchase Year: 2011

Cost: 22712

Reason: Leased From [enter required information]

Notes (enter required information): Leased From [enter required information] Copiers of America, 2401 So 35th St Tacoma WA 98404, 60 month lease @ \$536 per month starting 12/2011.

Buttons: Cancel | Save Item and Done | Save Item and Add Another

Enter **Item Description, Purchase Year, Cost, Reason, and Notes.**

Required information in **Notes** includes: .
Owner's Name and Address, Equipment Description, Date of Lease, Term of Lease, Monthly Rent, Total Cost in Year of Installation.

Asset Listing/Bulk Items

Paste Bulk Input - This feature allows users to add new or transferred assets by pasting bulk input items from spreadsheets or delimited files. Do not include assets already listed in the Asset Listing. See *next page* for *examples*.

1

Asset Listing						
Edit Selected Items		Input New Items		Paste Bulk Items for New or Transferred Only		
Select	New	Group #	Item #	Description	Purchase Year	Original Cost
<input checked="" type="checkbox"/>		61	0010	COMPUTER SYSTEMS/PERSONAL (computers)	2005	1,800

From the **Asset Listing** tab

1. Click on the **Paste Bulk Items for New or Transferred Only**.
2. Follow instructions in the window that appears.
3. Once complete, Click on **Save Bulk Items**.

Data can be copied from a spreadsheet or delimited text file containing new or transferred Personal Property assets and then pasted into the form below. Please see [examples](#). (Paste only new or transferred assets to avoid double assessments.)

The data must be in the following order:

2

1. **Item Description** - 1 to 199 characters
2. **Purchase Year** - 4 digits
3. **Cost** - 10 digits with the amount rounded to the dollar.
4. **Reason Code** - 5 characters. Choose from the Reason Code List.
5. **Notes** - 999 characters. Replace "[enter required information]" with the information specified below.
 - **LEAFR - Leased From** (include Owner's Name and Address/Equipment Description/Date of Lease/Term of Lease/Monthly Rent/Total Cost in Year of Installation).
 - **LEAHD - Leasehold** (include Improvement Description/Lessee Cost/Year Installed).
 - **LEATO - Leased To** (include Business Name and Address).
 - **PLOWN - Prior Lease Now Owned** (include Original Year Lease Started/Original Amount of Lease).
 - **PURCH - Purchase** (include Description/Purchase Year/Original Cost).
 - **TRANI - Transferred from Another Location** (include Location and Date of Transfer).

Paste In Bulk Items

Choose a Delimiter

Tab

Custom:

Reason Code List

Code	Description
LEAFR	Leased From [enter required information]
LEAHD	Leasehold [enter required information]
LEATO	Leased To: [enter required information]
PLOWN	Prior Lease Now Owned [enter required information]
PURCH	Purchase [enter required information]
TRANI	Transferred from Another Location:[enter required]

3

Save Bulk Items **Cancel**

Go to **Submit Current Year Listing** for details on submitting the completed filing.

Examples of Pasting Bulk Items

You may copy and past Bulk Items from 1) a spreadsheet or . . .

1	A	B	C	D	E
1	computer systems	2008	1625	PURCH	2004 HP purchased used in 2008 for \$1625
2	copier	2005	629	TRANI	from Seattle - 9/7/2008
3	furniture & fixtures - retail	2005	10864	LEAFR	F&F file cabinets, desks, chairs, shelving, etc
4	supplies	2009	150	PURCH	misc supplies - 2009 - \$1800 full year

. . . 2) from a delimited text file (this example uses the Pipe "|" delimiter):

```

2 computer systems|2008|1625|PURCH|2004 HP purchased used in 2008 for $1625
copier|2005|629|TRANI|from Seattle - 9/7/2008
furniture & fixtures - retail|2005|10864|LEAFR|F&F file cabinets, desks, chairs, shelving, etc
supplies|2009|150|PURCH|misc supplies - 2009 - $1800 full year
    
```

Then paste into **Paste In Bulk Items** form . . .

Paste In Bulk Items

Choose a Delimiter

Tab

Custom:

Reason Code List	
Code	Description
LEAFR	Leased From [enter required information]
LEAHD	Leasehold [enter required information]
LEATO	Leased To: [enter required information]
PLOWN	Prior Lease Now Owned [enter required information]
PURCH	Purchase [enter required information]
TRANI	Transferred from Another Location:[enter required]

```

computer systems|2008|1625|PURCH|2004 HP purchased used in 2008 for $1625
copier|2005|629|TRANI|from Seattle - 9/7/2008
furniture & fixtures - retail|2005|10864|LEAFR|F&F file cabinets, desks, chairs, shelving, etc
supplies|2009|150|PURCH|misc supplies - 2009 - $1800 full year
    
```

Save Bulk Items

Cancel

Business has Sold or Closed

To electronically report the business has been sold or closed:
Login to access your accounts. Go to **My Account** page.

1. Click **View My Personal Property Filing Accounts**.
Select Account.

2. Click **Open the selected Account for filing**, select the **Change of Status** tab. Check the box next to I want to report a **Business Change of Status**. (If the business has moved, use the **Change of Address** tab).

3. Choose **Business Sold** or **Business No Longer Operational** and complete the required fields. (Do not use commas in the dollar amounts.)

4. Click **Save Changes** and move to the next applicable tab.

On the **Asset Listing** page, note what has happened to each of the assets, i.e. Destroyed, Sold, or Transferred. Please provide details requested in the **Notes** field.

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
 - [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
<input type="checkbox"/>	1200126786	Ready for Filing		SMITHS DINER	2401 S 35TH ST , PIERCE COUNTY, WA	7005000521	2401 S 35TH ST , PIERCE COUNTY, WA

Open the selected Account for filing

Discontinue eFiling of selected Account

Associate Secondary Login With Selected Account

Business Type | Change of Status | **Change of Address** | Update Owner | Asset Listing

I want to report a Business Change of Status

Business Sold

New Business Name (DBA): John Smith

Date of Sale: mm/dd/yyyy

Line Care Of:

Address Line 1: 2401 South 35th St.

Address Line 2:

Address Line 3:

City: Tacoma

State: Select a State Washington

Postal Code: 98409

Country: Select a Country

Phone: 425-555-5555

Method of Ownership Transfer: Select a Transfer Type Deed

\$ Total Sales Price: 0

\$ Equipment: Whole positive number

\$ Inventory: Whole positive number

\$ Leasehold Improvements: Whole positive number

\$ Intangibles: Whole positive number

\$ Other: Whole positive number

Business No Longer Operational

Date Out of Business: mm/dd/yyyy

Disposition of Assets (Please explain):

Line Care Of:

Address Line 1: 111 Main St.

Address Line 2:

Address Line 3:

City: Tacoma

State: Select a State Washington

Postal Code: 98004

Country: Select a Country

Save Changes

Cancel Changes

Change of Address

To change the mailing address and/or the location address of the business.

Login to access your accounts. Go to **My Account** page.
Click **View My Personal Property Filing Accounts**.
Select Account.

Click **Open** the selected Account for filing.

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
<input type="radio"/>	1200126786	Ready for Filing		SMITHS DINER	2401 S 35TH ST , PIERCE COUNTY, WA	7005000521	2401 S 35TH ST , PIERCE COUNTY, WA

[Open the selected Account for filing](#) | [Discontinue eFiling of selected Account](#) | [Associate Secondary Login With Selected Account](#)

1

Business Type | **Change of Status** | Change of Address | Update Owner | Asset Listing

2

I want to report a Change of Address

Change of Mailing Address

Line Care Of: _____

Address Line 1: * _____ 2401 South 35th St.

Address Line 2: _____

Address Line 3: _____

City: * _____ Tacoma

State: * Select a State Washington

Postal Code: * _____ 98409

Country: * Select a Country

Change of Location Address

Line Care Of: _____

Address Line 1: * _____ 2401 South 35th St.

Address Line 2: _____

Address Line 3: _____

City: * _____ Tacoma

State: * Select a State Washington

Postal Code: * _____ 98409

Country: * Select a Country

Date of Change: * _____ mm/dd/yyyy

3 Save Changes | Cancel Changes

1. Click **Change of Address** tab.

2. Check the box next to **I want to report a Change of Address**. Select **Change of Mailing Address** and/or **Change of Location Address**. Complete the required fields.

3. Click **Save Changes** and move to the next applicable tab.

Update Owner

Use **Update Owner** to correct the name of the business.
(If this change is due to a sale, please complete the **Change of Status** tab.)

Login to access your accounts.

Go to **My Account** page.

Click **View My Personal Property Filing Accounts**.

Select Account.

Click **Open the selected Accounts for filing**.

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts

Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
<input checked="" type="checkbox"/>	1200126791	Ready for Filing		DOE JOHN	2401 S 35TH , TACOMA, WA 98409		

Open the selected Account for filing

Discontinue eFiling of selected Account

Associate Secondary Login With Selected Account

1

Business Type | Change of Status | Change of Address | **Update Owner** | Asset Listing

2

I want to correct the Name (if this is due to a sale, please complete the Change of Status Tab)

Date of Change:

mm/dd/yyyy

Correct Business Name

John Smith

3

Save Changes

Cancel Changes

1. Click **Update Owner** Tab

2. Check the box next to **I want to correct the Name** and complete the required fields.

3. Click **Save Changes** and move to the next applicable tab.

PRINT PERSONAL PROPERTY ASSESSMENT NOTICE

When the Assessor-Treasurer's Office has certified the value of the account, you will be notified by email that the Assessment Notice is available to print from the eFile system. Any values noted prior to email notification are not certified and are subject to change.

Using the **My Account** menu option, log in.
Click **View My Personal Property Filing Accounts**.
Select your account.
Click Print under the **Print Notice** column.

My Account

Account Actions

- [View My Personal Property Filing Accounts](#)
- [View My Personal Property Filing Account History](#)

Account Settings

- [Change My Enrollment Information or Add Additional Accounts](#)

Personal Property Filing Accounts							
Select	Property Tax Account	Status	Print Notice	Owner Name	Situs Address	Located On Real Property	Real Property Situs Address
<input checked="" type="radio"/>	1200126786	Already Filed		SMITHS DINER	2401 S 35TH ST , PIERCE COUNTY, WA	7005000521	2401 S 35TH ST , PIERCE COUNTY, WA

You have the right to appeal the determination of value to the Pierce County Board of Equalization within 60 days of the date of notification. Contact the Board at (253) 798-7415 for further details.

If you discover a data entry error, please contact the Assessor-Treasurer's Office immediately at (253) 798-7130 or (253)798-2718.

The email notification will be the only notice of value sent. If you have filed as an agent, it is your responsibility to provide your client with the updated assessment information for the current year.

Personal Property Asset Listing Due April 30th

- Please submit the completed electronic asset listing by April 30th (RCW 84.40.130).
- For additional help, please contact the Personal Property staff at pcatrpp@co.pierce.wa.us or call (253)798-7130 or (253)798-2718.