

## INSTRUCTIONS FOR PREPARING EXCISE TAX AFFIDAVITS

A real estate excise tax affidavit must be fully completed for each conveyance document being recorded. It must be signed by both **grantor/seller and grantee/buyer** or an agent for each. Excise tax is due on any sale within one month of the sale date shown on the conveyance document and must be paid before the document can be recorded. The tax rate varies throughout Pierce County and is calculated using the property's tax parcel number, date of sale and sale price. Please call 253-798-7548+0 for calculation of tax.

Transfers that are not sales may be exempt from tax, depending on the circumstances. Please contact us for information regarding exemptions, or there is a link on our website to the state's excise tax WAC rule 458-61A. All conveyances, both taxable and non-taxable, require completion of a real estate excise tax affidavit, and non-taxable transactions may require a second form, the real estate excise tax supplemental statement.

Excise tax and the \$10.00 processing fee for non taxable transactions must be paid **separately** from the fee to record the document.

The real estate excise tax affidavit, real estate excise tax supplemental statement and mobile home excise tax affidavit are all available in interactive form on the excise tax page of our website at [WWW.PIERCECOUNTYWA.ORG/AUDITOR](http://WWW.PIERCECOUNTYWA.ORG/AUDITOR).