

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.
- Note: The current year first half tax must be paid by April 30th or the entire tax becomes delinquent. Interest and penalty on the delinquent first half tax is calculated on the entire year's tax.

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.