



**Pierce County**

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# eFile System for Reporting Personal Property Assets

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

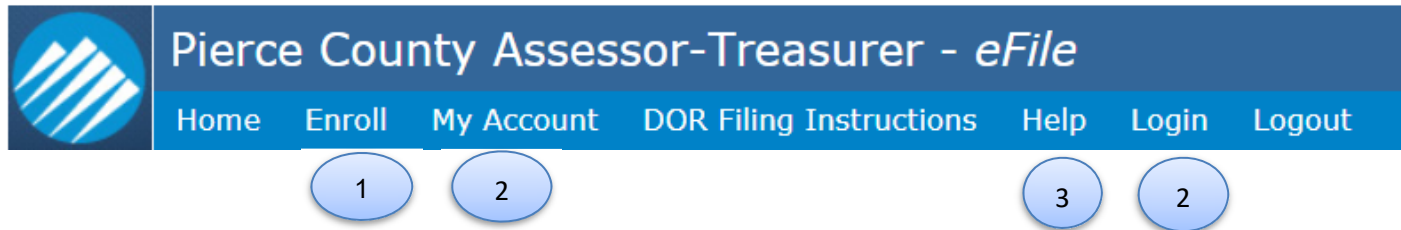
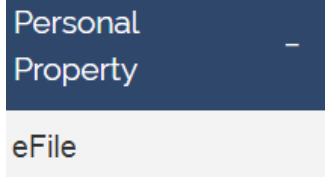
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# eFile Homepage

Go to <https://ascendefileprod.co.pierce.wa.us>

Or from the Pierce County Assessor-Treasurer website [www.piercecountywa.gov/atr](http://www.piercecountywa.gov/atr), click on **Personal Property** (scroll down left side of page) and select **eFile** from dropdown list.



1. First time users must **Enroll** before using eFile.
2. After you have enrolled and received your **User Name** and **Password**, go to **My Account** or **Login**.
3. For instructions on how to efile Personal Property Asset Listings, select the **Help** menu item.

# Enrolling

Enter the requested **Applicant Information**.

## Applicant Information

\* denotes a required field

Enter each account number that you are enrolling in eFile under **Electronic Filing Accounts**.  
Click Add to List after every account number entered.

## Electronic Filing Accounts

Property Tax Account:

10 Digits

Add To List

Parcel Number	Parcel ID	Owner N
<a href="#">Delete</a>	1200203455	1208335 PERSONAL PROPERTY E

At least one account number is required.

Press the **Continue** button

Continue

Cancel eFiling Enrollment Application

to proceed to the **Enrollment Acknowledgement**.

Correct any mistakes in the application information

Edit

I confirm acceptance of the [Terms and Conditions](#) of use:

Submit

If you need to stop the Enrollment Application

Cancel eFiling Enrollment Application

Read the **Terms and Conditions** of use, and check the box before clicking submit.

# Terms and Conditions for Use

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

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

**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 asset listing; 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 in order to receive confirmation; 2) maintain User Name and Password for use in current and future transactions; 3) file information timely and accurately. Filing after April 30<sup>th</sup> 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.

Once you have read the Terms and Conditions, click the box, and then **Submit**.

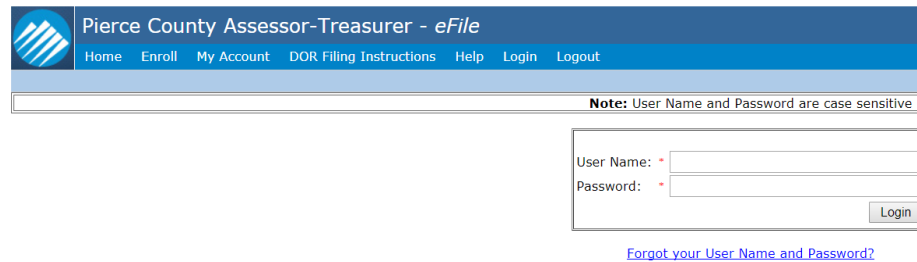
I confirm acceptance of the [Terms and Conditions](#) of use:

Submit

Within one business day you will receive the email with your **User Name** and **Password**.

# Logging In/Forgot your Password

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



The screenshot shows the top navigation bar of the Pierce County Assessor-Treasurer eFile system. The navigation bar includes a logo on the left and the following menu items: Home, Enroll, My Account, DOR Filing Instructions, Help, Login, and Logout. Below the navigation bar, there is a note: "Note: User Name and Password are case sensitive". The main content area contains a login form with two input fields: "User Name: -" and "Password: -". A "Login" button is located to the right of the password field. Below the login form, there is a link: "Forgot your User Name and Password?"

If you forgot your **User Name** and **Password**, click [Forgot your User Name and Password?](#)

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

Enter the email address that you used to enroll.



The screenshot shows a simple form with a label "Email Address" followed by a text input field. Below the input field is a "Submit" button.

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

# Accessing and Navigating in an Account

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.

Personal Property Filing Accounts		
	Property Tax Account	Status
<a href="#">Select</a>	1200203455	Already Filed

Click **Select**, then **Open the selected Account for filing**.

Listings efiled for prior years are available by selecting **View My Personal Property Filing Account History**.

*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](#)

# 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.**

Click **Select**

## Personal Property Filing Accounts

	Property Tax Account	Status
<a href="#">Select</a>	1200203455	Already Filed

Click **Discontinue eFiling of selected Account.**

Discontinue eFiling of Selected Account

Click **Close Account**

Close Account

## Close Account Instructions

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

Close Account

Do NOT 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.

### Applicant Information

\* denotes a required field

Business Name:	<input type="text" value="EFILE TEST PARCEL"/>	Address Line 1:	<input type="text" value="2401 s 35th st"/>
First Name:	<input type="text" value="PERSONAL PROPERTY"/>	Address Line 2:	<input type="text" value="Room 142"/>
Middle Name:	<input type="text"/>	Address Line 3:	<input type="text"/>
Last Name:	<input type="text" value="ATR"/>	City:	<input type="text" value="Tacoma"/>
Care Of:	<input type="text"/>	State:	<input type="text" value="Washington"/>
e-mail:	<input type="text" value="pcaatpp@co.pierce.wa.us"/>	Zip Code:	<input type="text" value="98409"/>
Verify e-mail:	<input type="text" value="pcaatpp@co.pierce.wa.us"/>	Country:	<input type="text" value="UNITED STATES"/>
Phone Number:	<input type="text" value="253"/> - <input type="text" value="798"/> - <input type="text" value="3705"/>		
	ext. <input type="text"/>		

### Electronic Filing Accounts

Property Tax Account:    
10 Digits

	Parcel Number	Parcel ID	Owner Name	Situs Address	Located On Real Property	Real Property	Situs Address
<a href="#">Delete</a>							

At least one account number is required

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.

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

Personal Property Filing A	
Property Tax Account	
Select	1200203455

-Select account.

-Click **Associate Secondary Login With Selected Account**

-Enter required information, click **Save**.

All Fields Required

Name \*

Email Address \*

Phone Number \*  -  -  ext.

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.*

# 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 30<sup>th</sup> to avoid late filing penalties.

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

Login to access your accounts.

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

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](#)

## Click **Select**

Property Tax Account

Select 1200203455

Click

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

Personal Property Declaration  
Parcel Number: 1200203455

Business Type [Change of Status](#) [Change of Address](#) [Update Owner](#) [Equipment](#)

I want to change Business Type selections

Business 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

## Verify **Business Type**.

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.

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)

Enter and save changes on the appropriate tab

**Personal Property Declaration**  
Parcel Number: 1200203455

Business Type | [Change of Status](#) | [Change of Address](#) | [Update Owner](#) | [Equipment](#)

I want to change Business Type selections

Business 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

Report:

- Sale or closure of the business on the **Change of Status** tab;
- Mailing and/or location address changes on the **Change of Address** tab;
- 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).
- The **Equipment** 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.**

-Click  in order to save changes and have the ability to go back into the account.


-Once completed, click

-The filing review screen will display a summary of the filing with the following Message: **Please review and click the Submit button below in order to complete the filing process.**

-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

[Printable Version](#)

 Pierce County Assessor-Treasurer - eFile

[Home](#) [Enroll](#) [My Account](#) [DOR Filing Instructions](#) [Help](#) [Login](#) [Logout](#)

[My Account](#) > [Personal Property Filing Accounts](#) > [Personal Property Listing Update](#) > [Filing Submittal](#)

Please review and click the Submit button below in order to complete the filing process.

order

# Exemptions

**Personal Property Declaration**  
Parcel Number: 1200203455

Business Type | Change of Status | Change of Address | Update Owner | Equipment

I want to change Business Type selections

Business 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:

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 email the completed and signed application to:*

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

Email to [pctrpp@piercecountywa.gov](mailto:pctrpp@piercecountywa.gov)

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's 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 30<sup>th</sup> 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: \_\_\_\_\_ County: \_\_\_\_\_  
 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 farm upon lands you own or that you have a present right of possession?  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. TeleType (TTY) users may call 1-800-451-7985.

# Asset Listing/Edit Selected Items

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

Edit Selected Items			Input New Items		Paste Bulk Items for New or Transferred Only		
<input type="checkbox"/> New	Group #	Item #	Description	Purchase Year	Original Cost	Revised Cost	Notes
<input type="checkbox"/> new	ZZZZ	0010	COMPUTER	2017	1000		Purchase DELL INSPIRON

Check the box next to 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:   
 Reason:   
 Notes:

*Example: You purchased two \$900 computers in 2005, the original cost totaled \$1,800. One computer was destroyed 3/5/2017. The original cost should be changed from \$1,800 to \$900 on the 2018 Personal Property Listing.*

Asset Listing							
Edit Selected Items			Input New Items		Paste Bulk Items for New or Transferred Only		
<input type="checkbox"/> New	Group #	Item #	Description	Purchase Year	Original Cost	Revised Cost	Notes
<input type="checkbox"/> new	ZZZZ	0010	COMPUTER	2017	1000		Purchase DELL INSPIRON

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 and enter any required information into the Notes field.

- **Leased From** (include Owner's Name and Address/Equipment Description/Date of Lease/Term of Lease/Monthly Rent/Total Cost in Year of Installation).
- **Prior Lease Now Owned** (include Original Year Lease Started/Original Amount of Lease).
- **Purchase**
- **Transferred from Another Location**

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

# Supplies

All businesses should report a *monthly average dollar amount* for the Supply figure. Supplies and materials which do not become a part of the articles produced for sale would include but are not limited to: office, shop, cleaning supplies, paper products, medical supplies, and spare parts.

Divide the year's expenditure by 12 and enter the one month average supply amount in **Cost** field.  
*Example: If a business spent \$18,000 on supplies for the year, the Supply figure to report is \$1,500.*  
 $\$18,000 / 12 \text{ months} = \$1,500 \text{ average monthly Supply figure.}$

To enter a Supply figure, go to the **Asset Listing** tab and click **Input New Items** box.

Asset Listing interface showing the 'Input New Items' button highlighted with an arrow. Below the button is a table with the following data:

<input checked="" type="checkbox"/>	SUPL	0010	SUPPLIES	2010	333
-------------------------------------	------	------	----------	------	-----

**Input New Item**

Item Description: Supplies

Purchase Year: 2011

Cost: 1500

Reason: Purchase [enter required information]

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

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

If the Supply figure has changed since previously reported, go to **Edit Items** and change the **Cost**. Select **Reason: Item Destroyed**. Staff will update the **Purchase Year** when processing the filing.

**Currently Listed Items**

Group #: SUPL

Item #: 0010

Description: SUPPLIES

Purchase Year: 2010

Original Cost: 333

Revised Cost: 1500

Reason: Item Destroyed [include Date]

Notes: Item Destroyed [include Date]2011 new supply figure

Buttons: Save, Cancel



# 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, counters, kitchen vents, acoustic ceilings, partition walls, plumbing, wiring, drapes/blinds, flooring/carpeting, shelving/cabinets, paint booths, postal/safe deposit boxes, etc.

Asset Listing					
Edit Selected Items		Input New Items		Paste Bulk Items for New or Transferred Only	
<input type="checkbox"/>	New	Group #	Item #	Description	Purchase Year
<input type="checkbox"/>	new	ZZZZ	0010	COMPUTER	2017

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

Enter **Item Description**, **Purchase Year**, **Cost**, **Reason**, and **Notes (enter required information)**.

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

Input New Item	
Item Description	* LEASEHOLD IMPROVEMENTS (CARPETING)
Purchase Year	* 2017
Cost	* 5000
Reason	* Purchase
Notes	* PURCHASE
<input type="button" value="Cancel"/> <input type="button" value="Save Item and Done"/> <input type="button" value="Save Item and Add Another"/>	

# 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.

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

Asset Listing					
Edit Selected Items		Input New Items		Paste Bulk Items for New or Transferred Only	
<input type="checkbox"/>	New	Group #	Item #	Description	Purchase Year
<input type="checkbox"/>	new	ZZZZ	0010	COMPUTER	2017

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

Input New Item	
Item Description	leased copier
Purchase Year	2013
Cost (no commas, decimals, etc.)	32160
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 perm month starting 12/2013
<input type="button" value="Cancel"/>	<input type="button" value="Save Item and Done"/> <input type="button" value="Save Item and Add Another"/>

*Required information in **Notes** includes Leasing Company 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*.

From the **Asset Listing** tab

**Asset Listing**

<input type="checkbox"/>	New	Group #	Item #	Description	Purchase Year
<input type="checkbox"/>	new	ZZZZ	0010	COMPUTER	2017

Click on the **Paste Bulk Items for New or Transferred Only**.

Follow instructions in the window that appears.

Once complete, Click on **Save Bulk Items**.

Files containing personal property inventory items can be pasted below. The files must use a delimiter in a way that the custom delimiter can be entered after selecting **Custom**. A recommended delimiter is the "pipe" character ("|").

The data must be in the following order:

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 - a copy of one of the codes included in the "Reason Codes" list.
5. Notes - 999 characters.

## Paste In Bulk Items

Choose a Delimiter

Tab
  Custom:

code_table_cd	code_description
LEAFR	Leased From [enter required information]
LEAHD	Leased equipment
LEATO	Leased To [include business name and address]
PLOWN	Prior Lease Now Owned [enter required information]
PURCH	Purchase
TRANI	Transferred from Another Location

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

# Examples of Pasting Bulk Items

You may copy and paste 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

# Verify Listing has been Submitted

To verify the listing has been electronically submitted go to **My Account** page.

*The status of the account should appear as **Already Filed**.*

Personal Property Filing Accounts					
	Property Tax Account	Status	Print Notice	Business Name	Situs Address
<a href="#">Select</a>	1200203455	Already Filed		PERSONAL PROPERTY EFILE TEST PARCEL	2401 S 35TH ST , PIERCE COUNTY, WA

Recap of steps to submitting the updated Personal Property Listing:

When you have completed modifying the assets, click **Continue** at the bottom of the **Equipment** page.

[Continue](#)

[Save Personal Property Listing for Later](#)

The **Filing Review** screen will display a summary of the filing with the following message:

**Please review and click the [Submit](#) button below in order to complete the filing process.**

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.**

# Business has Sold or Closed

To report the business has been sold or closed, login to access your accounts. Go to **My Account** page, and click **view My Personal Property Filing Accounts**.

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		
	Property Tax Account	Status
Click <b>Select</b> .	<a href="#">Select</a> 1200203455	Already Fil

Open the selected Account for filing

Click **Open the selected Account for filing**  
Go to **Change of Status** tab.

Personal Property Declaration  
Parcel Number: 1200203455

[Business Type](#) [Change of Status](#) [Change of Address](#)

I want to report a Business Change of Status

Check the box next to I want to report a **Business Change of Status**.  
Choose **Business Sold** or **Business No Longer Operational** and complete the required fields.  
(Do not use commas in the dollar amounts.)

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.

# 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.

Personal Property Filing Account		
	Property Tax Account	Sta
<a href="#">Select</a>	1200203455	Rea

Open the selected Account for filing

Click **Change of Address** tab.

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.

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

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](#)

Business Type | Change of Status | **Change of Address** | Update Owner | Equipment

I want to report a Change of Address

Change of Mailing Address

Line Care Of: [Redacted]  
Address Line 1: [Redacted] 111 Main St.  
Address Line 2: [Redacted]  
Address Line 3: [Redacted]  
City: [Redacted] Spokane  
State: [Redacted] Washington  
Postal Code: [Redacted] 98004  
Country: [Redacted] UNITED STATES

Change of Location Address

Line Care Of: [Redacted]  
Address Line 1: [Redacted] 111 Main St.  
Address Line 2: [Redacted]  
Address Line 3: [Redacted]  
City: [Redacted] Spokane  
State: [Redacted] Washington  
Postal Code: [Redacted] 98004  
Country: [Redacted] UNITED STATES

Date of Change: [Redacted] mm/dd/yyyy

# 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.

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 Account		
	Property Tax Account	Sta
<a href="#">Select</a>	1200203455	Rea

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

Open the selected Account for filing

Business Type | Change of Status | Change of Address | **Update Owner** | Equipment

Click **Update Owner** Tab

I want to report a Change of Address

Change of Mailing Address

Line Care Of: [Redacted]  
Address Line 1: [Redacted] 111 Main St.  
Address Line 2: [Redacted]  
Address Line 3: [Redacted]  
City: [Redacted] Spokane  
State: [Redacted] Washington  
Postal Code: [Redacted] 99004  
Country: [Redacted] UNITED STATES

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

Change of Location Address

Line Care Of: [Redacted]  
Address Line 1: [Redacted] 111 Main St.  
Address Line 2: [Redacted]  
Address Line 3: [Redacted]  
City: [Redacted] Spokane  
State: [Redacted] Washington  
Postal Code: [Redacted] 99004  
Country: [Redacted] UNITED STATES

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

Date of Change: [Redacted] mm/dd/yyyy



# 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.

My Account

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



- 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			
	Property Tax Account	Status	Print Notice
<a href="#">Select</a>	1200203455	Already Filed	<a href="#">Print Notice</a>

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.

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 30<sup>th</sup> (RCW 84.40.130).
- For additional help, please contact the Personal Property staff at [pcatrpp@co.pierce.wa.us](mailto:pcatrpp@co.pierce.wa.us) or call (253)798-7130.