

INSTRUCTIONS FOR FILING THE BUSINESS PERSONAL PROPERTY REPORT

The Business Personal Property Report form is enclosed. If you are not able to file electronically, please use the form to report your business personal property in Cowlitz County as of January 1, 2009. If you are able, you are encouraged to file your return electronically – see further instructions below. *The bold headings and instructions on page 2 follow the Business Personal Property Report form.*

RCW 84.40.020 requires that each person having taxable personal property in the State of Washington report to the county assessor that property in his/her possession as of January 1 of the assessment year. Personal property is defined as, but not limited to, those items of property used in the course of producing income or livelihood that are not considered land, yard improvements, buildings or fixed-in-place production machinery.

The following list is a *sampling* of items to be included in the annual listing of personal property: rental equipment, portable maintenance equipment, mobile equipment not licensed for highway travel, office furniture including fixtures and equipment, store display cases, shelving, cash registers and counters, professional equipment including libraries, agricultural machinery of all kinds, business signs, computer systems including software and license fees, portable structures of all kinds not assessed as realty including boat houses, float houses, docks, boat slips, and buildings on skids.

Please remember to report all assets whether fully depreciated, capitalized, or expensed. If you are no longer in business or have sold your business/timber/farm equipment, please contact the Cowlitz County Assessor's Office immediately, in writing, and provide the purchaser's name, phone number, address, and date of sale.

IMPORTANT: Please file electronically, or complete and return the enclosed original Business Personal Property Report no later than **April 30, 2009** to the address at the top of the report. The **penalty** for late listing or failure to list shall be a 5% penalty per month, not to exceed \$50 per day for the 1st month, plus 5% for each additional month, or fraction of month, thereafter, until filed. Not to exceed a total of 25%. **NO EXTENSIONS GRANTED.**

OTHER INFORMATION

1.) Applications for Exemption of Farm Machinery and Equipment

These applications as described in RCW 84.36.630 are available in the Assessor's Office and must be filed with the Business Personal Property Report form no later than April 30, 2009. If you did not receive a form with the personal property request to file, you may download a form from the following web address: <http://dor.wa.gov/docs/forms/PropTx/forms/AppForExmptMachEquip/doc>.

2.) Electronic Filing

You are encouraged to file your Business Personal Property Report form electronically (*following the filing protocol listed at the bottom of page 2 of these instructions*) by attaching your asset listing in Microsoft Excel format to an email and sending it to personalpropertyfiling@co.cowlitz.wa.us. If you need to print another blank Business Personal Property Report form, you will find the instructions, forms, and e-mail address located at: www.co.cowlitz.wa.us/assessor .

3.) Questions and Where to Get Assistance

If you have any questions, please contact the business personal property department by phone at 360.577.3010, ext. 02610, or by e-mail at personalpropertyfiling@co.cowlitz.wa.us.

Industrial Business Personal Property questions? Please contact Susan Westervelt at westervelts@co.cowlitz.wa.us , 360.577.3010, ext. 02625 or Rich Johnson at johnson.rich@co.cowlitz.wa.us, 360.577.3010, ext. 02624.

First time personal property filers may file through the Department of Revenue web site located at: www.dor.wa.gov/forms/proptx/forms/electrfilingpersproplist.xls.

Note: The following bold headings and instructions follow the Business Personal Property Report form.

- **PROPERTY LOCATION:** Please indicate property location if not already filled in.
- **HEAD OF FAMILY EXEMPTION:** If you: 1) are a citizen over 65 years old with 10 years of continuous state residence, 2) are the head of a family, 3) claim Head of Household in any other county, or 4) are a widow or widower, then check the appropriate box(s). A taxpayer who qualifies for this exemption may receive a \$15,000 deduction in actual value before total assessed value is stated. Only one such exemption is allowed to each eligible taxpayer in each year in the state of Washington. ***This exemption does not apply to corporations, partnerships, LLC's, associations, or structures owned separately from the land.*** If you operate as a corporation, partnership, LLC, or association, please provide us with the correct entity name and the names and titles of the owners and/or officers.
- **PREPARER'S INFORMATION:** Please supply requested information.
- **SUPPLIES:** Enter the cost of your supplies on hand as of January 1, 2009 (or an average 1 (one) month supply). Supplies (as differentiated from inventory) are items used by a business that *do not become an ingredient or component of an article being manufactured or provided for sale*. Typical examples of supplies are: spare parts, cleaners, fuel, office supplies, and items that are typically expensed within the present year rather than depreciated. **NOTE:** *If the amount is not filled in, the Assessor will estimate the amount based on a like business.*
- **LEASED FURNITURE, FIXTURES, MACHINERY & EQUIPMENT OWNED BY OTHERS:** All equipment in your possession that is used in your business or is in your control is subject to assessment. In order for us to properly assess equipment in your possession that is owned by someone else, such as a leasing company, please complete this section.
- **EQUIPMENT FORMERLY LEASED, NOW OWNED BY TAXPAYER:** If you have been leasing equipment or machinery and you now own that equipment or machinery, please complete this section.
- **LEASEHOLD IMPROVEMENTS:** This refers to additions and improvements made by you as tenant/lessee to the land and/or buildings you do not own. Please complete this section if applicable.
- **ITEMIZED LISTING OF FURNITURE, FIXTURES, MACHINERY & EQUIPMENT:**
If you are a new business or this is your first year to report, use the back side of the Business Personal Property Report to list the individual personal property assets used in your business and attach a copy of your most current itemized IRS Depreciation Schedule. If you've reported in the past and have received an asset list then you will remove from the list any items that you no longer have, and add to the list any items that were purchased in 2008. When removing items, please be specific as to how they were disposed of. If you sold them to another party, please provide the date of sale, the name and address of the purchaser, and the sale price of the item. For the equipment to be correctly valued, please provide the ***purchase year*** and ***original cost*** including freight and installation of each item. You do not need to include sales tax. **Attention Leasing Companies:** Per WAC 458.12.310, you are to report the ***trade level cost*** along with the ***original cost*** and ***purchase year*** of the equipment.

Notice – New file reporting protocol - In an effort to standardize the asset listing information we receive, we are implementing a new file reporting protocol. The asset listing table in the Business Personal Property Report labeled ITEMIZED LISTING OF FURNITURE, FIXTURES, MACHINERY AND EQUIPMENT follows this protocol. Whether you are filing on paper or electronically, the protocol requires that data be in the following order:

- Asset Number
- Asset Description (Including S/N if available)
- Year Placed in Service
- Total Cost

Any other data fields and descriptors must be placed after these four fields. Thank you for your cooperation.