



Cowlitz County Assessor's Office

Emily Wilcox, Assessor

County Administration Building
207 Fourth Avenue North
Kelso, WA 98626
TEL (360) 577-3010
FAX (360) 442-7080
www.co.cowlitz.wa.us

January 1, 2022

Dear Business Owner:

As part of an ongoing discovery and audit program established by the Cowlitz County Assessor's Office, we are constantly updating our records relating to business personal property accounts. In a recent audit of businesses within Cowlitz County and/or notification of your new business license from the Department of Revenue, it was determined that we do not have any record of filing by your business.

We have enclosed a business personal property listing form and an informational brochure. Please complete the form by listing all business personal property assets. This includes assets that are fully depreciated in your accounting records but are still used in the daily course of business. The list must include the year of purchase and the original cost (less sales tax). If an asset was a gift or converted from personal use, then estimate the value of the item.

Please submit the completed form at your earliest convenience by email to personalpropertyfiling@co.cowlitz.wa.us or mail to the Cowlitz County Assessor's Office, Attn: Personal Property, 207 4th Ave North, Kelso, WA 98626 but return no later than **April 30th, 2021**. If the form is not post marked or received by April 30th, 2021, a late filing penalty of up to 25% may be incurred.

Once your business has been added to our records, you will receive a personal property listing form annually. Expect to see this form in the mail sometime in late December of each year. This annual form will need to be completed and returned to our office no later than April 30th. You must return the form every year even if there are no changes to your personal property account.

If you are not currently operating a business in Cowlitz County and/or have only opened up a business license for other reasons please contact us to let us know and we will make a note of that in our system.

If you have any questions, please contact me at (360) 577-3010 extension 0-6910. Office hours are Monday through Thursday 7:30am - 5:00pm.

Sincerely,

Jessica Ollila

Jessica Ollila

Personal Property Appraiser

ollilaj@co.cowlitz.wa.us

360-577-3010 ext. 0-6910