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| **General Information:** |
| In Washington State, both real and personal property are assessed for tax purposes. State law requires every business to report the property used in the business **each year** to the county assessor for assessment purposes (RCW 84.40.185). |
| **Definition of Personal Property:** |
| Taxable personal property includes all tangible machinery, equipment, furniture, fixtures, supplies, leased and rented assets, building/leasehold improvements, etc. Regardless of how the assets are acquired (whether purchased new or used, before beginning the business, leased, gifted, or free) they must be reported to the county assessor. Even fully depreciated equipment that is still in use must be reported. Once you list an asset, it remains on the listing until you replace, sale, throw away, destroy, or move from Grays Harbor County. |
| **Valuation of Personal Property:** |
| An assessed value is determined by the assessor using the information supplied on the attached listing form. A notice of value change stating the new assessed value will be mailed. The attached listing is for the 2024 assessment year - which is the basis for the 2025 tax bill. |
| **Instructions:** |
| 1. | Business contact information – if any of the information in this section needs to be updated, cross the old information out and write/type in the updated information. |
| 2. | **Head of family exemption – this exemption is to be granted to sole proprietors** **only and section 2a must be completed in order for the exemption to be granted** – **this has to be completed yearly**. Corporations, limited liabilities corporations, partnerships, and non-profits are not eligible for the exemption. |
| 3. | Preparer’s information - provide the individual’s name that completed the personal property listing form along with the person’s title and contact information.  |
| 4. | Business change of status - this section needs completed if the business has sold, moved, or closed. If the business has moved or closed after January 1st, 2024, the business is still responsible to report and to pay taxes. All taxes need paid before the selling of personal property or moving out of county. |
| 5. | Building improvements/leasehold improvements – generally, an improvement made to the structure that has no direct application to the process or function of the industry, trade, or profession is real property. Improvements that apply directly to the business are personal property. For example, carpeting and flooring are a normal part of a building and are therefore generally considered real property. A service counter is for business use and is generally considered personal property. |
| 6. | Leased property – equipment that is leased, rented, or loaned to the business and is owned by another party must be reported. The cost that needs to be reported in this section is the cost to the lessee at the start of lease, including transportation and installation costs. Do not list leased vehicles licensed for use on public streets.  |
| 7. | Non – inventory supplies - supplies are those items consumed by the business during the year that are not held for sale. List the total amount that you spent on consumable supplies in 2023. On the next line, list the total amount the business spent on hand tools and spare parts in 2023. |
| 8. | Rental DVDs, games, laser discs, and video tapes – report the quantity on hand as of January 1st for each of the media types. |
| 9. | If the business is filing for the first time, list all of the business’ personal property. If the business filed last year, a list of assets is attached. Line through any assets that you sold, traded-in, destroyed, or removed from Grays Harbor County. When an item is deleted a brief explanation of where the item went is required in order to remove the item from the list. * **Please include an IRS Itemized Depreciation Schedule.**
* **Fully depreciated and expensed assets are still assessable and must be listed.**
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**Personal Property Listing Instructions**

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| **Instructions for the Equipment List:** |
| 1. | If there are no additions or deletions that need to be made to the equipment list, please indicate “No Changes”, and proceed to number 6. |
| 2. | Equipment that has been disposed of in 2023 needs highlighted, **DO NOT DELETE THE EQUIPMENT**. In the column next to the disposed equipment, give a brief explanation of what happened to the equipment (sold, traded-in, destroyed, etc.).  |
| 3. | Any addition of equipment needs to be added to the end of the equipment list. A brief description of the equipment, year purchased, and purchase price (less sales tax) needs to be listed. |
| 4. | If an asset on the list needs to have changes made to the description, cost, and/or purchase year, list the changes in the column next to the asset.  |
| 5. | Once all the changes have been made to the equipment list save the document. |
| 6. | * **If emailing**, send the completed list to assessor@graysharbor.us
* **If sending by mail or fax**, please see contact information below.
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**SAVE POSTAGE! SUBMIT RETURN BY EMAIL USING AN ATTACHMENT.**

Send an email with an Excel or PDF document as an attachment

to the following email: assessor@graysharbor.us

An electronic version of this form is available on our website at the following address:

[www.graysharbor.us](http://www.graysharbor.wa.us/)

**Grays Harbor County Assessor’s Office**

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**Montesano, Washington 98563**

**(360) 249 - 4121**

**Fax: (360) 249 - 6633**