



I. General Information:

NOTE: All changes must be made in BLACK or BLUE.

- A scanning system has been implemented by the Pierce County Assessor-Treasurer. The use of the affidavit provided is required in order to ensure documents scan correctly. Do not send attachments unless they are for New or Transferred Assets as explained below. Failure to use the affidavit provided may result in rejection of your filing and late file penalties.
Verify Taxpayer Name and Mailing Address, UBI # and Location Address located in the upper left side of the form. Make any necessary corrections to the right of the preprinted information. Indicate whether the address change is for MAILING or LOCATION or BOTH. Please do not obliterate the original information.
On the upper right side of the form, select the appropriate box under Type of Business Organization.
If you are the Sole Owner of This Reported Property, answer the four related questions and provide your UBI number. You may qualify for the Head of Household Exemption. You must still complete the form in its entirety.
If you are Out of Business or have Sold the Business, in addition to completing the affidavit, please provide the information requested on the lower portion of this page and a copy of the Sales Agreement or Bill of Sale. Staple all pages together and return in the pink self-addressed envelope provided.
In the area labeled Supplies, place the monthly average dollar amount of your supply costs. Supplies and materials which do not become ingredients or components of articles produced for sale would include but are not limited to office, shop, janitorial, medical supplies and spare parts. Divide the year's expenditure by 12 and enter the one month average supply amount in the space provided.
The Number of rental DVDs, Games, Videos, etc. portion of the form should reflect the total number available for rent as of January 1 based on the year purchased.
A detailed listing of Leasehold Improvements should be included.

II. Previously Listed Assets:

- Previously reported assets are listed by Schedule, Description, Purchase Year, and Original Cost in the Listing for 20xx Tax Year portion of the form. Make changes to these costs only if the assets have been destroyed, removed, or replaced. Costs will be removed ONLY when marked on the corresponding line item. It is NOT sufficient to reference attachments.
Make any necessary changes to these costs by drawing a line through the Original Cost and entering the correct figure in the Balance Remaining column. This area is not for stating the depreciated value
If there are No Changes to the assets listed, please mark the box located on the lower portion of the cover page.

III. New or Transferred Assets:

- All assets being used in the course of business should be listed regardless of depreciation or being expensed. Assets not previously reported should be added in the lower section of the form labeled List new or transferred purchases from the previous calendar year below. Additional sheets may be attached if necessary.
To identify the type of equipment being reported, select the number from the Category Code list that corresponds to the appropriate equipment type and enter it in the Schedule column. A list of Category Codes has been included for your convenience on the reverse side of this page.
Describe the asset, i.e. forklift, software, etc., in the Description column.
Enter YES in the Transfer column if an asset has been transferred from another location. Any previous years assets that are not coded YES will be treated as omissions from previous listings and prior years taxes will be adjusted accordingly.
Under Purchase Year, enter the year that the asset was originally purchased.
Under Original Cost, enter the cost of the asset including freight, installation and any trade-in allowance. Do not include sales tax.
If an asset has been leased and is now owned, list the original year the lease started and the original amount of the lease. Indicate the asset was leased and now owned in the description column.

IV. Signature:

- Complete owner's/agent's signature and printed name; preparer's printed name, telephone number and Email address. Enter date mailed and make a copy for your records. Return the completed affidavit by April 30th (RCW 84.40.130) in the pink self-addressed envelope provided.

If you need additional assistance, please contact the Personal Property staff at pcatrpp@co.pierce.wa.us or call (253) 798-7130 or (253) 798-7222. See reverse for additional reporting information.

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If you no longer own this business, please provide the information requested below, attach this portion of the page and a copy of the Sales Agreement or Bill of Sale to the completed Affidavit for Listing Personal Property and return it in the envelope provided.

Form with fields for Location Address, Account Number, New Owner's Name, Date, Out of Business, What happened to assets?, New Owner's Address, Date of Sale, Selling Price of Assets, City, State/Zip, Date Moved, Out of County, New Location Address, Method of Transfer (circle one): Deed, Contract, Bulk Sale, Title Transfer, Repossession, Other (explain), Information Provided By, Telephone #.