

## BUSINESS PERSONAL PROPERTY

All businesses in Mason County are responsible for filing a personal property listing each year.  
(RCW 84.40.185)

If you own or operate a business, the assessed value of the equipment you use to run your business is subject to personal property tax.

**Examples of personal property include** machinery, equipment, furniture, fixtures, and supplies associated with commercial, industrial or agricultural enterprises. Generally, personal property **does not include** business inventories, personal effects, and property which is attached to the building or land.

<i>Calendar Guide to Personal Property</i>	
January 1	Personal Property <b>Returns are mailed</b> to businesses. Personal Property is subject to assessment and valuation for taxation purposes. (RCW 84.40.040)
April 30	Personal Property <b>listing forms are due</b> to the county assessor. (RCW 84.40.020, 040, 060, 130) & (WAC 458-12-60, 3, a)
April 30	First half of taxes are due. (RCW 84.56.020)
May 30	<b>5% tax penalty</b> will accrue per month for listings received after due date, to a maximum of 25%. (RCW 84.40.130)
June	Personal Property <b>Summary is mailed</b> to businesses.
July 1	Last day to file a petition with the Board of Equalization, <b>or within 30 days of the listing date</b> , whichever is later. (RCW 84.40.038)
October 31	Second half of taxes are due. (RCW 84.56.020)

**Personal property owners are responsible for filing, even if a listing is not received from the assessor (WAC 458-12-060)**

## FREQUENTLY ASKED QUESTIONS

### **What Exemptions Are Available For Personal Property?**

Washington State provides the following exemptions from personal property tax (RCW 84.36)

- Household goods and personal effects, unless used in a business.
- Custom software and modifications to canned software (RCW 84.36.600)
- **Head of Family Exemption:** \$15,000 of assessed value. The business must be a sole proprietor. LLC's and Partnerships do not qualify.
- Property owned by nonprofit organizations such as churches and social service agencies; qualifying entities must apply for the exemption each year through the Department of Revenue.
- Farming machinery and equipment may qualify for an exemption from taxes levied for state purposes (RCW 84.36.630)
- Vehicle used primarily on public streets or highways.
- Intangible property (franchise agreements, customer lists, trademarks, patents, copyrights, etc).

### **What If My Business Moves, Closes Or Changes Names?**

Taxes for current assessments are due at time of sale, transfer, closure, or removal from county (RCW 84.56.090).

- **Notify our office** as soon as possible with your information either by phone, mail, fax or email.  
*An Advance Tax Statement may be required.*
- Details to report can include, but are not limited to:
  - Date the Business Closed
  - Location of the Equipment
  - Sold Date
  - Sale Price
  - New Owner's Name
  - New Owner's Address

### **Who Can I Contact And Where Can I Obtain Additional Resources?**

PO Box J | 411 N 5<sup>th</sup> Street | Shelton, WA 98584

Email: [personalproperty@co.mason.wa.us](mailto:personalproperty@co.mason.wa.us) Phone: Shelton (360) 427-9670 ext. 494 | Belfair (360) 275-4467

Visit [www.co.mason.wa.us/assessor/personal-property.php](http://www.co.mason.wa.us/assessor/personal-property.php) for forms, publications and more information.

## COMPLETING THE LISTING FORM

1. **Taxpayer Information:** Please review business name and mailing address, personal property location, and type of business.
2. **Schedule Number:** 7-digit Business Personal Property Account Number. Make note of this number for your records.
3. **Supplies:** Taxable materials and supplies include, office, shop, janitorial, brochures, promotional materials, fuel held in storage, spare parts, etc. Tax does not apply to items that are held for resale or that become an ingredient or component of an article manufactured for sale. Enter the value of your supplies as of January 1 of the current year, or 1/12<sup>th</sup> of the total annual expenditure. *(If this area is left blank, the Assessor may estimate the amount based on a like business.)*
4. **Head of Family Exemption (you must request this exemption annually):** If you are the sole proprietor (husband and wife under the community property laws of Washington State) you may qualify for a deduction of \$15,000 in assessed value. Washington State law provides for only one exemption per year to each taxpayer (RCW 84.36.110 – WAC 458-12-275).
5. **Itemized Listing of Furniture/Fixtures/Machinery/Equipment:** List these business personal property items in your possession, as of January 1, of the current year.
6. **Review Personal Property Listing:** Review the included equipment list. If you have acquired additional fixtures or equipment, make changes to this form, or attach your own list. Cross off items no longer owned, held or in your possession. *(Use the sample listing below as a guide.)*

- **Description:** Identify by type and/or category.
- **Year Purchased:** Year equipment was acquired.
- **Quantity:** Number of specific item/equipment.
- **Cost:** Purchase price, including installation, less sales tax.
- **Received:** Attach copy of depreciation schedule, if available.
- **Additions & Changes:** Verify equipment in your possession.

#	Description	Year Pur.	Qty.	Cost	Recv.
1	GRINDER & LATTE MACHINE	2013	1	\$1,500.00	19% DOR
2	SUPPLIES	2013	1	\$25.00	
3	ICE MACHINE <i>and fridge</i>	2011	1	\$1,200.00	19% DOR
4	VISA MACHINE	2010	1	\$401.00	30% DOR
5	GRINDER-USED	2009	1	\$1,951.00	19% DOR
6	REFERS-USED-2	2008	1	\$867.00	19% DOR
7	GRINDER	2007	1	\$2,249.00	19% DOR
8	PATIO HEATERS	2006	1	\$560.00	24% DOR
9	VITA MIX BLENDER	2006	1	\$823.00	19% DOR
10	COFFEE MACHINE	2005	1	\$477.00	19% DOR
11	ESPRESSO MACHINE	2005	1	\$2,702.00	19% DOR
12	FREEZER/REFRIGERATOR	2005	1	\$1,905.00	19% DOR
13	GRINDER — <i>sold</i>	2005	4	<del>\$869.00</del>	<del>19% DOR</del>
14	KITCHEN EQUIPMENT — <i>some items sold</i>	2005	4	<del>\$1,833.00</del>	<del>19% DOR</del> \$1,200
15	PHONES <i>and Linksys wireless router</i>	2005	1	<del>\$306.00</del>	30% DOR \$357
16	ROASTER	2005	1	\$29,256.00	19% DOR
17	STAINLESS STEEL COUNTER	2005	1	\$1,260.00	19% DOR
				<b>Total Cost : \$48,184.00</b>	

*Ceramic Coffee Cups x5 \$25 each 2014*  
*Coffee Grinder x1 \$750 2015*  
*Sharp Stainless Steel Microwave Oven x1 \$579 2015*  
*HP Laptop Computer w/printer bundle x1 \$378 2014*  
*Plates & Silverware Set x3 \$70 2013 not previously reported*  
*Supplies \$50 2015*

7. **Depreciation Schedule:** Please enclose a copy of your current IRS Depreciation Schedule for your assets if available.
8. **Signature of Property Owner/Authorized Agent:** Please complete the required signature and contact information.
9. **Leased Furniture/Fixtures/Machinery/Equipment:** In order to properly assess all equipment in your possession, that is owned by someone else (such as a leasing company or loaned equipment) please complete this section.
10. **Leasehold Improvements:** Refers to additions and improvements made by a tenant/lessee to land/buildings you do not own.