Personal Property Questionnaire and Listing Affidavit

Anyone operating a business in Franklin County is required each year to provide a listing of personal property to the Assessor's Office for assessment and taxation purposes.



Franklin County Assessor

1016 N 4th Pasco WA 99301 (509) 545-3506

This form must be completed, dated, signed, and returned by April 30.

The Franklin County Assessor has received information that you may operate a business in Franklin County. Whether or not you actually operate a business in Franklin County, this form needs to be completed and returned to the Assessor's Office by April 30.

Taxable personal property is equipment that is used to operate a business, and it's principal characteristic is it's mobility. Some examples of personal property are office and store furniture, fixtures and furnishings; computers and software; manufacturing equipment; and farm machinery and equipment. Supplies not held for sale, such as business cards, paper, toner cartridges, ledger books, etc. also need to be listed in the Supplies category.

It is the responsibility of the business owner to file with the Assessor yearly on or before April 30. The Assessor will send you a form annually to report any new purchases or deleted equipment.

You will receive a notice of value based on information reported on this form. That value, if not appealed, will be the basis for taxes payable in the following year.

payable in the following year.							
If you need assistance, or have of	questions, please call our office Monday - Frid	ay, 8:30 a.m. to 5:00	p.m. at 509-545-3506.				
Do you currently operate a busi If "No", please sign and date at	iness in Franklin County?	☐ No or's Office.					
If "Yes", are you currently paying	ng personal property tax: Yes No						
If "Yes", please provide us your If not currently paying person	account numberal property tax, please complete the followin	g:	bottom and return the form.				
Business Name	susiness Name Date Opened						
Mailing Address							
Business Location Address							
Owner's Name							
Type of Business Organization	□ Corporation of						
Are you the Head of a family, su	For Sole Proprietorships only (\$15,000 of value urviving spouse, a citizen over 65 years of age Yes No	J 1 /	nous residency, or any person				
Do you claim this exemption on	any other personal property return in the state	e of Washington?	☐ Yes ☐ No				
Machinery and Equipment List	ting (Attach separate sheet if necessary))	Year of				
I	Description	Cost	Purchase				
_							

Do not include any leased equi	pment in deprecia	able assets abov	ve. Please	list below or on a	attached sheet.		
Lessor's Name & Address	Equipme	nt	Cost	Lease Date	Lease Term	Monthly Rent	
С 1, ф	(T: 4 11	C :	1	1 1 1 1		1:1	
Supplies: \$	_ (List a monthly	average for iten	ns sucn as pa	iper, ledger books,	business cards, tone	er disks etc.)	
			ъ.		F		
Leasehold Improvements Description of	Description of Year		Term	ateExpiration DateermRenewal Option (years)			
Improvements	Cost	Installed	Lessor_	LessorCondition of Lease			
					ts become the prope	erty of lessor at	
				installation?			
					ovements revert to l Yes No	lessor at	
						l of the lensahold	
			Upon completion of the lease term, is removal of the leasehold improvements required? Yes \(\subseteq \text{No} \)				
			Improv	ements required.			
I declare under penalty of perju and to the best of my knowledge goods and leased equipment) in	and belief is a tri	ue, correct and o	complete list	ing of all taxable p			
Signature			Date				
Printed Name			_ UBI#		Phone #		

This form is provided to new businesses for the purpose of reporting personal property data as required by Washington State Law. (RCW 84.40.020 and 84.40.040)

Every sole proprietorship, corporation, association, partnership, trust, or estate is required to list all personal property which is under their ownership, possession, or control on January 1st of each assessment year.

The information reported on each affidavit will be used as the basis for determining the assessed valuation of personal property applicable to your business. You will be notified by mail of the value established by the Assessor's Office. This value will be the basis for taxes payable next year. A new affidavit will be mailed to you each January to report any additions or deletions of Personal Property.

All businesses are subject to a physical audit of their personal property by the Franklin County Assessor or the Washington State Department of Revenue.

The Assessor may estimate an assessed value and apply penalties on businesses that fail to complete and return this form.

Licensed passenger vehicles, household goods and furnishings, and all personal effects held by any person and not used in the operation of a business, are exempt from taxation and should not be listed.

Information provided is for assessment purposes only and is maintained as confidential information.