

Laws of the State of Washington require that the Assessor list and assess all personal property subject to taxation each year. This list refers to the valuation on January 1st of the assessment year. The laws further provide every person or business shall complete and deliver to the Assessor a statement of all personal property in their possession or under their control.

INSTRUCTIONS: PLEASE UPDATE THE ATTACHED LISTING - Cross out those items you did not own and add all items in your possession on January 1st. Please be sure to follow all instructions below. ALSO - PLEASE ATTACH A COPY OF YOUR DEPRECIATION SCHEDULE IF AVAILABLE. To avoid penalties, return no later than April 30th.

If you no longer own this property, return this form with details. In addition, please contact the Skagit County Treasurer for calculations of advance tax and to provide new owner information. Be sure your name and mailing address (with zip code) are correct. Changes can be made on this form and/or by contacting our office. Mailing address can also be changed by contacting the Skagit County Treasurer.

Supplies List supplies not held for sale on hand Jan 1. Supplies, as differentiated from inventory, are items used by a business which do not become an ingredient or component of an article being manufactured or provided for sale. (RCW 84.36.005)

Commercial List all office equipment, fixtures, movable machinery and equipment by year of acquisition and actual cost, including trade in and excluding sales tax. Real property Industrial Machinery and Equipment should include sales tax.

Farm Equipment List all machinery and equipment by year of acquisition and actual cost, including trade in and excluding sales tax. Include office equipment used in farm accounting, irrigation equipment, and all other tools. If co-owners, send list of partners with your listing.

Leased Equipment It is the responsibility of the owner of leased equipment to annually submit a listing. This list shall include personal property under lease purchase contracts, leases with option to buy, straight leases, and sale and lease back contracts. Include the name and address of each lessee, type of property, property value (leased equipment is to be valued at the amount for which the equipment would transfer to a like business), listed selling price, date of acquisition or manufacture, beginning date of lease, and monthly payment. The assessment will be levied against the lessor, but in most cases, a separate assessment will be made for each lessee appearing on the lease list.

Leasehold Improvements Articles placed in or attached to rented buildings by a tenant to help carry out the trade or business of the tenant are generally regarded as trade fixtures. For example, a tenant's shelves used to display merchandise are trade fixtures and retain the character of personal property, as opposed to all other fixtures that were but are no longer personal property when are attached to and become part of the real estate.

Acquisition Cost Acquisition Cost = The total original cost of each item including the freight cost, installation cost, and trade in allowance. (Sales tax may be excluded or deducted from cost.)

Please complete and return to:

Personal Property

Skagit County Assessor's Office

Administration Bldg. Rm 204

Mount Vernon, WA. 98273

Lisa Henderson, Personal Property Specialist

Business Personal Property

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