

SNOHOMISH COUNTY ASSESSOR'S OFFICE PERSONAL PROPERTY DEPARTMENT
NOTIFICATION OF
BUSINESS SALE/CLOSURE/TRANSFER/BANKRUPTCY
ADVANCE TAX REQUEST

INSTRUCTIONS: SEE PAGE 2 FOR AN EXPLANATION OF THE ADVANCE TAX REQUEST FORM AND HOW TO CORRECTLY COMPLETE AND SUBMIT THE ADVANCE TAX REQUEST. AN INCOMPLETE FORM WILL NOT BE PROCESSED AND WILL BE RETURNED FOR COMPLETION.

This form is available on our website under Forms and Publications: <http://assessor.snoco.org>

REQUESTOR INFORMATION					
DATE:	COMPANY NAME:	CONTACT NAME:			
MAIL ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		FAX:		EMAIL:	

CURRENT OWNER & BUSINESS INFORMATION					
REAL PROPERTY PARCEL #'S (14 DIGITS):					
PERSONAL PROPERTY ACCOUNT #'S (7 DIGITS):					
COMPANY NAME:			OWNER/CONTACT NAME:		
MAIL ADDRESS:		CITY:		STATE:	ZIP:
PHONE:		FAX:		EMAIL:	
SITUS ADDRESS:		CITY:		STATE:	ZIP:
TRANSACTION DATE:	REASON FOR REQUEST: <input type="checkbox"/> SALE <input type="checkbox"/> TRANSFER <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> CLOSURE <input type="checkbox"/> OTHER: _____				
IS THIS A REAL PROPERTY SALE ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO			REAL PROPERTY CURRENTLY LEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
TENANT(S) REMAINING AT LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			TENANT(S) MOVING TO? _____		
TOTAL BUSINESS SALE PRICE: \$			BUSINESS EQUIPMENT SALE PRICE: \$		
LEASEHOLD IMPROVEMENTS: \$		BUSINESS INTANGIBLES: \$		OTHER: \$	
ASSET DISPOSITION/BUSINESS CLOSURE DATE:					
<input type="checkbox"/> SOLD AT AUCTION	<input type="checkbox"/> SOLD PIECEMEAL	<input type="checkbox"/> JUNKED/DONATED	<input type="checkbox"/> ABANDONED AT SITE		
<input type="checkbox"/> TRANSFERRED WITHIN COUNTY	<input type="checkbox"/> TRANSFERRED OUT OF COUNTY	<input type="checkbox"/> OTHER-EXPLAIN	<input type="checkbox"/> IN STORAGE PROVIDE SITE ADDRESS: _____		

NEW OWNER & BUSINESS INFORMATION					
NEW OWNER NAME:					
PHONE NUMBER:			EMAIL:		
MAIL ADDRESS:		CITY:		STATE:	ZIP:
NEW BUSINESS NAME:			UBI:		
NEW LOCATION ADDRESS:		CITY:		STATE:	ZIP:

*****SECTION BELOW FOR OFFICIAL USE ONLY*****						
ASSESSOR DATE & INITIAL: _____			TREASURER DATE & INITIAL: _____			
DATE FAXED: _____		MAILED: _____		AT COUNTER: _____		TO REV OFFICER: _____
BANKRUPTCY: _____		RETURN MAIL/DATE: _____		COPY TO ASSESSOR: _____		
TAX YEARS	LEVY CODE	ASSESSED VALUE	TAX BASE	PENALTY %	PENALTY AMOUNT	TOTAL TAX DUE
20_____ FOR 20_____		\$				
COMMENTS:						

SNOHOMISH COUNTY ASSESSOR'S OFFICE PERSONAL PROPERTY DEPARTMENT
NOTIFICATION OF
BUSINESS SALE/CLOSURE/TRANSFER/BANKRUPTCY
INSTRUCTIONS

It is the duty of a seller or its agent to advise Snohomish County in advance of a business sale, closure, bankruptcy or move out of the county to ensure the Personal Property Advance Tax is billed and paid. Failure to inform Snohomish County may result in a real property sale transaction being REJECTED at the County recording office because the Advance Tax research has not been conducted and duly noted on the property being sold. This is particularly true on commercial real estate or any real property parcel that may have a business or personal property account associated with it.

- 1) Complete a separate **ADVANCE TAX REQUEST** for **EACH** business account requiring a tax statement.
- 2) Please submit at least 1 week in advance of proposed transaction date to allow for research and processing time
- 3) Provide a bill of sale showing breakdown of sales (equipment, inventory, intangibles, etc.) with related dollar values.
- 4) Scan completed **ADVANCE TAX REQUEST FORM** and email to Snohomish County Personal Property Department contact.personalproperty@snoco.org, fax to 425-388-3961, or mail to the Assessor's Office Personal Property Department at 3000 Rockefeller Ave MS 510, Everett, WA 98201.
- 5) DO NOT SCAN AND RETURN PAGE 2 OF ADVANCE TAX REQUEST FORM. ONLY RETURN PAGE 1 OF FORM**
- 6) Once the ADVANCE TAX REQUEST has been received by the Personal Property Department, the request will be assigned to an Auditor Appraiser for review.
- 7) If an advance tax is required the Auditor Appraiser will determine the value of the equipment & taxes will be calculated by the Snohomish County Treasurer**
- 8) Further questions please contact the Snohomish County Personal Property department at 425-388-3656
- 9) For questions regarding tax bills and amounts owed please contact the Snohomish County Treasurer's Office directly at 425-388-3366

UNDERSTANDING ADVANCE TAX

R.C.W. 84.56.120 provides that it is unlawful to sell, transfer, or remove from county personal property without notifying the County Treasurer of the sale, transfer or move and describing the property to be sold, transferred, or moved. Furthermore "...no property shall be sold (transferred or moved) ...until the tax has been paid..."

All personal property taxes for current assessments are due at time of sale, transfer, closure, foreclosure, or removal from county. R.C.W. 84.56.090.

Assessments are levied on personal property January 1 of a year for taxes payable the following year. The owner as of January 1 of any given year is responsible for this tax the following year.

Pro rata adjustments of the tax may be negotiated between buyer and seller, but the entire tax is the seller's responsibility and is due at the time of sale or closure.

R.C.W. 84.04.040 establishes the assessment and fiscal year as commencing on January 1 and ending on December 31, with no provisions for pro rata adjustments in the event personal property is sold, transferred, or moved out of the county during the year.