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Voice (360) 753-5446 | **Toll-Free** (866) 788-5446 | **Fax** (360) 586-9020
Email bta@bta.state.wa.us | **Website** bta.state.wa.us

Informal Property Tax Appeal Instructions

Use this form to appeal actions by a county Board of Equalization or the Washington State Department of Revenue that are not covered by another form. Generally, this form is used for rejections of petitions or dismissals on procedural grounds.

The appeal is an **informal** appeal governed by the rules published in [WAC 456-10](#).

Send this completed form along with a **copy** of the county Board of Equalization or Department of Revenue decision you are appealing to the WSBTA by one of the methods below. Do not send evidence at this time.

U.S. Mail P.O. Box 40915
Olympia WA 98504-0915

Delivery 910 5th Avenue
Olympia WA 98504

Fax (360) 586-9020

Email bta@bta.state.wa.us

Fax or E-mail transmittals must be received before 5 p.m. Electronic files received after that time are deemed received on the next business day. The time of receipt of an electronically filed document is the time shown by the WSBTA's fax or electronic mail system.

The WSBTA will send a copy of your appeal and the decision to the opposing party.

What's Next?

The WSBTA will mail or email you a letter acknowledging receipt of your appeal. The letter will include a **prehearing order** identifying the dates for submitting your evidence and briefing. Follow the terms of the prehearing order.

The letter will also include your docket number. You **must** reference your docket number in all future communication regarding your appeal.

If you have provided an email address, you will receive all correspondence by email.

Please ensure bta@bta.state.wa.us is a permitted address in your spam filters.

Public Disclosure Notice:

Under the provisions of RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the WSBTA are considered public records and are available for public inspection and copying.

Questions?

If you have questions concerning this form, or would like to request this form in an alternate format, contact WSBTA.

For more information, visit our web site at <http://bta.state.wa.us>.