**Address** 1110 Capitol Way South, Suite 307 (P.O. Box 40915) Olympia, WA 98504-0915  
**Telephone** (360) 753-5446 | **Toll-Free** (844) 880-8794 | **Fax** (360) 586-9020

**Email** [bta@bta.wa.gov](mailto:bta@bta.wa.gov) | **Website** bta.wa.gov

**WASHINGTON STATE   
BOARD OF TAX APPEALS**

**Notice of Informal Appeal - Other Agency Action**

*(Do not use this form to appeal a decision on value.)*

|  |  |
| --- | --- |
| Under RCW 84.08.130, I appeal the action described below taken by the  Department of Revenue  \_\_\_\_\_\_\_ County Board of Equalization | **For State Board Use**  **Docket Number** |
|  |
| **Additional Information** | |

Dept. of Revenue or Board of Equalization Petition/Appeal No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parcel Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| Short statement of specific errors, issues, and facts supporting appeal *(e.g., rejection of appeal as untimely or incomplete, or for lack of jurisdiction)* (use attachment if necessary) |
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| **Note:** **You must submit the decision you are appealing from with your appeal.  WSBTA will not consider evidence on value, qualifying for an exemption, or other substantive issue unless the decision includes a ruling on that issue.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Appellant Name** | Appellant/Representative Signature | | | | |
|  |  | | | | |
| Appellant Mailing Address | City | | State | | Zip Code |
| Appellant Daytime or Message Telephone Number  ( ) | E-Mail **(By providing an email, you agree to receive WSBTA correspondence by email.)** | | | | |
|  |  | | | | |
| **Representative Name** | Firm or Company Name; Bar Number and State | | | | |
|  |  | | | | |
| Representative Mailing Address | City | State | | Zip Code | |
|  |  |  | |  | |
| Representative Daytime or Message Telephone Number | Representative E-Mail **(By providing an email, you agree to receive WSBTA correspondence by email.)** | | | | |
|  |  | | | | |

(Revised 08/15/2018)

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**WASHINGTON STATE   
BOARD OF TAX APPEALS**

**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](http://apps.leg.wa.gov/wac/default.aspx?cite=456-10).

Send this completed form along with a **copy** of thecounty Board of Equalization or Department of Revenue decisionyou 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** 1110 Capitol Way South

Suite 307

Olympia WA 98504

**Fax** (360) 586-9020

**Email** [**bta@bta.wa.gov**](mailto:bta@bta.wa.gov)

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.wa.gov](mailto:bta@bta.wa.gov) 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.wa.gov>.