



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 bla@bla.wa.gov | Website bla.wa.gov

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: _____

Property Address: _____

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)

**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.)		



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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 1110 Capitol Way South
Suite 307
Olympia WA 98504

Fax (360) 586-9020

Email 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 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>.