



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 | Website bta.wa.gov

Informal – Property Tax Exemption – DOR Administered

I appeal the Department of Revenue’s property tax exemption decision,
 Reg. No. _____, for tax year(s) _____ (attach decision)

Property Address: _____

Property Address _____

General Description of Property _____

Is the Property Leased or Rented? Yes No (If yes, attach a copy of the lease/rental agreement)

What Portion is Leased or Rented? _____

Name and Address of Lessee or Renter _____

For WSBTA Use Docket Number

If Real Property, are Buildings Planned or Under Construction on this site? Yes No

If Yes, Proposed Completion Date _____ Purpose of Construction _____

Determination of Department of Revenue	
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- | | |
|--|--|
| <input type="checkbox"/> Land | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |
| <input type="checkbox"/> Personal Property | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |

Your Contention to WSBTA	
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- | | |
|--|--|
| <input type="checkbox"/> Land | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |
| <input type="checkbox"/> Personal Property | <input type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt |

Reasons for Appeal: (use attachment if necessary)

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 Exemption Appeal Instructions

Use this form to appeal an exemption decision by the Washington State Department of Revenue.

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 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 Department of Revenue 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.wa.gov>.