



Address 910 5th Avenue SE, Olympia, WA 98504 | Mailing Address P.O. Box 40915, Olympia, WA 98504  
 Voice (360) 753-5446 | Toll-Free (866) 788-5446 | Fax (360) 586-9020  
 Email [bta@bta.state.wa.us](mailto:bta@bta.state.wa.us) | Website [bta.state.wa.us](http://bta.state.wa.us)

## Notice of Informal Appeal - Other County Action

I appeal the following action of the \_\_\_\_\_ County Board of Equalization:

For State Board Use Docket Number

\_\_\_\_\_  
*(e.g., rejection of appeal for lack of jurisdiction, rejection for incomplete filing)*

Additional Information
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Board of Equalization Petition No. \_\_\_\_\_

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

Property Address: \_\_\_\_\_

Short statement of specific errors, issues, and facts supporting appeal: *(use attachment if necessary)*

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**Note: WSBTA will not consider evidence on property values unless the County Board issued a decision on property value**

<b>Appellant Name</b>	Appellant/Representative Signature		
Appellant Mailing Address	City	State	Zip Code
Appellant Telephone Number	Appellant E-Mail Address		

*By providing an email address, you authorize the WSBTA to send its future correspondence to you by email.*

<b>Representative Name</b>	Firm or Company Name; Bar Number and State		
Mailing Address – Street	City	State	Zip Code
Representative Telephone Number	Representative E-Mail Address		

**FOR ASSESSOR USE ONLY – If Assessor is Filing, Please Provide Name & Address of Taxpayer**

Name			
Mailing Address – Street or Box Number	City	State	Zip Code

# INSTRUCTIONS

To appeal an action of a county board, other than a ruling on a reconvene, exemption, or property value, please submit the following two items to WSBTA:

- Item 1.** This **Notice of Appeal** including the **signature** of the appellant (or the appellant's authorized representative).
- Item 2.** A **copy** of the **County Board of Equalization Order or Decision** that you are appealing.

**Submit by:**

Fax: 360-586-9020

Email: [bta@bta.state.wa.us](mailto:bta@bta.state.wa.us)

US Mail: P.O. Box 40915  
Olympia, WA 98504-0915

*or*

Delivery: 910 5th Avenue S.E.  
Olympia WA 98501

These items **must** be mailed or delivered to WSBTA within 30 days of the mailing of the County Board of Equalization Order. The WSBTA is required by law to reject appeals that are not mailed or delivered within this 30 day period.

Do not include additional evidence with your appeal. You will have the opportunity to present your evidence at a later time requested by the Board of Tax Appeals.

**What's Next:** WSBTA will mail you and all other interested parties a letter acknowledging the appeal and assigning a docket number. All future communication with WSBTA regarding this appeal must reference this docket number. You will also receive a prehearing order with deadlines for filing evidence and written statements.

For additional information please see Chapter 456-10 of the Washington Administrative Code.

**Public Disclosure Notice:** In accordance with RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the Board of Tax Appeals are considered public records and are available for public inspection and copying.

If you have questions concerning this form, or would like to request this form in an alternate format, contact the Board of Tax Appeals at 360-753-5446 (voice/TDD), [bta@bta.state.wa.us](mailto:bta@bta.state.wa.us) (e-mail), or write Board of Tax Appeals, P.O. Box 40915, Olympia, WA 98504-0915. For more information, visit the Board's web site at <http://bta.state.wa.us>.