**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**

**Informal – Property Tax Exemption – DOR Administered**

I appeal the Department of Revenue’s property tax exemption decision,

**For WSBTA Use**

**Docket Number**

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

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** | | | |  | **Your Contention to WSBTA** | | | |
| Land | Exempt  Non-Exempt |  | | | Land | Exempt  Non-Exempt |
| Buildings | Exempt  Non-Exempt |  | | | Buildings | Exempt  Non-Exempt |
| Personal Property | Exempt  Non-Exempt |  | | | Personal Property | Exempt  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.)** | | | | |
|  |  | | | | |

(Revised 08/15/2018)

**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**

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

Send this completed form along with a **copy** of theDepartment 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 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](mailto: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>.