



**King County Department of Assessments**  
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**John Wilson**  
**Assessor**

## NEW BUSINESS PERSONAL PROPERTY ACCOUNT SETUP

- Check this box if this is a new account based on a startup business
- Check this box if this is a new account based on a purchase of an existing business or a new account based on a business moving to a different location (complete section below as applicable)  
 Former owner name: \_\_\_\_\_  
 Former business name: \_\_\_\_\_  
 Former location address: \_\_\_\_\_

### Taxpayer Information

Taxpayer name: \_\_\_\_\_ Attention: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

### Site Information

Business name: \_\_\_\_\_  
 Physical address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_ WA \_\_\_\_ Zip: \_\_\_\_\_  
 Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

NAICS or business description: \_\_\_\_\_  Check this box to receive listings via email  
 UBI number: \_\_\_\_\_ Date opened: \_\_\_\_\_

Legal entity (please mark one)  Corporation out of state, State  Corporation WA State  
 Other (including LLC, LLP, etc)  Sole proprietor  Living with a spouse or dependent?  
 Widow or widower?  Over 65 residing in Washington for at least 10 years?

### Personal Property Listing

Owned business assets (please attach additional pages if necessary)

Supplies (monthly cost): \_\_\_\_\_

Description	Acquisition Year	Original Cost (excluding sales tax)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Check here if you own the building where the business is located  
 If you own the building, do not report leasehold/tenant improvements  
 Real property parcel number (if known): \_\_\_\_\_

Leasehold/tenant improvements (please attach additional pages if necessary)

Description	Acquisition Year	Original Cost (including sales tax)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Preparer Information

Name: \_\_\_\_\_  
 Phone number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_