



Personal Property Efile Instructions

If at any time we can be of assistance, please don't hesitate to contact our office.



360.249.4121 / assessor@co.grays-harbor.wa.us

Accessing the website

In order to log onto the website users will need the schedule number and schedule ID for each personal property return they are wishing to access. The website asks for the schedule ID# followed by the schedule number, which is reverse of the way it is printed on the return.

To access Efile simply click on the following web address / link below at your convenience.

<https://graysharborwa-taxsifter.publicaccessnow.com/PersonalPropertyEFile/Disclaimer.aspx?ReturnUrl=/PersonalPropertyEFile/default.aspx>

 GRAYS HARBOR COUNTY 1854	Dan Lindgren Grays Harbor County Assessor 100 W. Broadway Ave Suite 21 Montesano, WA 98563 360-249-4121	Personal Property Return
		 * 3 0 0 5 0 * 3 8 0 4 8 *
	This is not a Tax Statement	
	DATE DUE - APRIL 30th THIS FORM MUST BE RETURNED IN ALL CASES A 5% Late File Penalty for each month after due date up to 25% applies. A willful Failure to File Penalty is 100%	
ABC COMPANY 100 W BROADWAY MONTESANO, WA 98563		Schedule Number: C012345 Schedule ID: 12345 Property Type : Tax District : MO 066 Tax Year : 2021 Mailing Date : 11/12/2020

Filers will be required to accept the standard disclaimer.



GRAYS HARBOR COUNTY
WASHINGTON

PERSONAL PROPERTY EFILE

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I Agree

I Disagree

Logging into Personal Property Efile



GRAYS HARBOR COUNTY
WASHINGTON

PERSONAL PROPERTY EFILE

[COUNTY HOME PAGE](#) [CONTACT](#)

This information can be found on the printed listing or by contacting the Grays Harbor County Assessor Office at 360-249-4121.

Enter Schedule Information	
Schedule ID:	<input type="text"/>
Schedule #:	<input type="text"/>
<input type="button" value="Get Schedule"/>	

The schedule information is returned to the form for the user to begin reviewing and editing the data.

- ▶ *Navigation:*
- ▶ Users can toggle back & forth from screen to screen by selecting the previous / next buttons at the bottom of the page or by selecting an Icon at the top of the form.
- ▶ Filers can only edit information in the Account Information Section.
- ▶ Changes to owner information need to be completed by the Assessor's Office. Please call 360.249.4121 for assistance.

The screenshot displays the Grays Harbor County Personal Property Efile system interface. At the top, there are navigation buttons: '<< Previous', 'Next >>', and 'Save & Quit'. Below these is a horizontal menu with icons for 'Schedule Number', 'Account Information', 'Exemptions', 'Assets', 'Comments', 'Summary', and 'Exit'. The main header identifies the system as 'GRAYS HARBOR COUNTY WASHINGTON PERSONAL PROPERTY EFILE' with links for 'COUNTY HOME PAGE' and 'CONTACT'. The current 'Schedule Number' is 'C012345'. A secondary navigation menu is located above the 'Account Information' section, which contains the same icons as the top menu. The 'Account Information' section includes fields for 'Business Name' (ABC COMPANY), 'Business Street Address' (100 W BROADWAY), 'NAICS Code', and 'UBI Number'. Below this is the 'Owner Information' section with fields for 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', and 'Phone'.

EXEMPTIONS

- ▶ Those who qualify for a Personal Property Exemption can designate their status in the Exemption section.
- ▶ The assessor staff will review the exemption once the return is submitted.
- ▶ The exemption form contains the same questions available on the State of Washington's Farm & Machinery Exemption applications

GRAYS HARBOR COUNTY
WASHINGTON
PERSONAL PROPERTY EFILE

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Schedule Number: **C012345**

Business Ownership

Is the ownership of this business a:

Partnership

Corporation

Sole Ownership

Association

LLC, PLLC, etc.

Organization

Other

Claiming in Another County

Sole Proprietors

If sole owner of this reported property, are you:

The head of a family? Yes No

Claiming this exemption in any other county? Yes No

A widow or widower? Yes No

A citizen over 65 years of age with 10 years continuous state residence? Yes No

Is the owner/user of the property a Sole Proprietor or the only beneficiary of a Trust? Yes No

Farm Exemption

Under RCW 84.36.630, all qualifying farm machinery and equipment is exempt from the state property tax. Qualifying equipment is still subject to local property taxes and must continue to be reported on the county personal property listing form. **Qualifying** machinery and equipment must be; (1) **owned** by an active farmer, (i.e. someone who is in the business of farming), and (2) the equipment must have been used in the business of farming during each year the claim for exemption is made.

Additionally, equipment claimed for exemption must also have been used **exclusively** in growing, raising, or producing agricultural products. Equipment not qualifying includes; (1) equipment used in growing, raising, or producing agricultural products for a person's own consumption, (2) equipment used in the selling of animals from stockyards, slaughter houses, and packing houses, and (3) equipment used in cultivating or raising timber. **The claim for exemption must be submitted by April 30th each year with the personal property listing form to the County Assessor where the personal property is located.** For a listing of qualifying farming activities refer to RCW 82.04.213 and RCW 15.85.020.

Does the "Farmer" own the personal property claimed for exemption? Yes No

Are you currently engaged in the business of growing, raising, or producing agricultural products? Yes No

Do you farm upon lands you own or that you have a present right of possession? Yes No

Do you grow or produce agricultural products that are for sale? Yes No

Do you consider yourself to be a "farmer" as defined in RCW 82.04.213(2), below? Yes No

Is a personal property listing form filed or attached for the claim year, listing all farm equipment? Yes No

"Farmer" means any person engaged in the business of growing, raising, or producing upon the person's own lands or upon the lands in which the person has a present right of possession, any agricultural product to be sold. "Farmer" does not include a person growing, raising, or producing such products for the person's own consumption; a person selling any animal or substance obtained there from in connection with the person's business of operating a stockyard or a slaughter or packinghouse; a person in respect to the business of taking, cultivating, or raising timber."

ASSETS

The Assets section contains the list of line items from the Personal Property Schedule.

The top of the page contains a pop up where you will enter supplies & materials not held for sale.

If inventory as of January 1st is representative of a monthly average, enter that amount.

If only the annual figure is known, divide by 12 and enter that result.

When entering data, please include the quantity, the description and the original cost of each item.

Users can add, edit or delete existing line items from the assets page.

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PERSONAL PROPERTY EFILE

Schedule Number: C012345

 [Schedule Number](#)  [Account Information](#)  [Exemptions](#)  [Assets](#)  [Comments](#)  [Summary](#)  [Exit](#)

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Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost
1	<input type="checkbox"/>	Supplies/Materials	Supplies and materials	2018	\$500.00
2	<input type="checkbox"/>		ESTIMATED ASSESSMENT	2019	\$4,123.00
3	<input type="checkbox"/>		COMPUTERS (2)	2017	\$1,800.00
4	<input type="checkbox"/>		SHARP COPIER	2015	\$4,000.00
5	<input type="checkbox"/>		COMPUTER MODEM	2010	\$100.00
6	<input type="checkbox"/>		1 FAX MACHINE	2009	\$300.00
7	<input type="checkbox"/>		1 COMPUTER TABLE - USED	1998	\$70.00
8	<input type="checkbox"/>		1 CONFERENCE TABLE - USED	1998	\$300.00
9	<input type="checkbox"/>		1 COPIER & STAND - USED	1998	\$200.00
10	<input type="checkbox"/>		1 LARGE OUTDOOR SIGN-USED P #99-032	1998	\$5,000.00
11	<input type="checkbox"/>		1 MICROWAVE - USED	1998	\$50.00
12	<input type="checkbox"/>		1 OPEN SIGN - USED	1998	\$50.00

COMMENTS

In this section the Filer can enter comments for the Assessor's Office related to the filing.

The Filer information in this section is required for the user to continue to the next page.

If information is missing an error message will display listing the corrections to be made.

Schedule Number: C012345

[Schedule Number](#) [Account Information](#) [Exemptions](#) [Assets](#) [Comments](#) [Summary](#) [Exit](#)

Comments

Please enter any comments or instructions you feel are important to make the Assessor's office aware of in regard to this account.

Be sure to include notification of any change in name, mailing address, business name, and/or additional identification/contact/routing information. Name, phone number and email address are required.

Filer First Name:	<input type="text"/>
Filer Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

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SUMMARY OF PERSONAL PROPERTY EFILE

The Summary provides the user an opportunity to review the return prior to printing and submitting to the Assessor's Office

Please carefully review your Personal Property Listing to ensure that all changes have been made and are correct. If the listing is complete, please submit to the Assessor's office by clicking the "Submit Listing to Assessor" button at the bottom of this form.

To print a Printer Friendly copy of this listing for your records, please press the "Printer Friendly Listing" button at the bottom of this form.

Printer Friendly Listing

Submit Listing to Assessor



GRAYS HARBOR COUNTY

WASHINGTON

1854

Schedule Number: C012345

PERSONAL PROPERTY EFILE

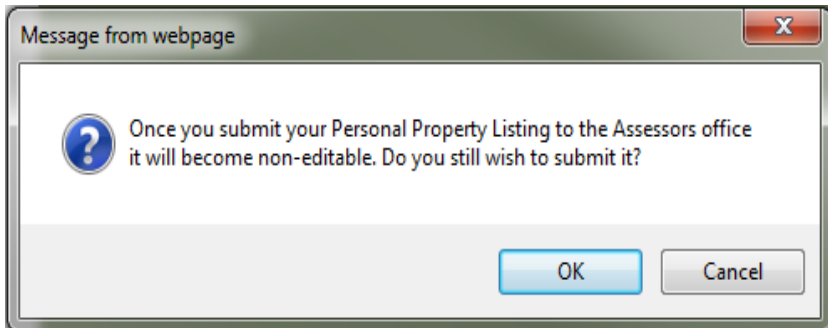
Account Information	
Business Name:	ABC COMPANY
Business Street Address:	100 W BROADWAY
NAICS Code:	CORPORATION
UBI Number:	

Owner Information	
First Name:	
Last Name:	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Phone:	
Email Address:	

Business Ownership	
Is the owner of this business a:	
Partnership	
Corporation	
Sole Ownership	
Association	
LLC, PLLC, etc.	
Organization	
Other	
Claiming in Another County	

SUBMITTING THE RETURN

A pop-up message will display verifying you are ready to submit.



Once the return is submitted it is locked from editing on the eFile website and the following message will display.

Your Personal Property Listing has been submitted to the Assessor's office.
PLEASE NOTE: The Submittal Ticket Number is 16.

The information in the Assets Section then becomes grayed out.

Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost
1	<input type="checkbox"/>	Supplies/Materials	SUPPLIES & MATERIALS	2015	\$225.00
2	<input type="checkbox"/>	None	10' POLY WATER TANK	2015	\$200.00
3	<input type="checkbox"/>	None	16' CASE IH DRAPPER HEAD(2)	2015	\$4,500.00
4	<input type="checkbox"/>	None	BROTHER PRINTER	2015	\$200.00
5	<input type="checkbox"/>	None	2 BINS W/AUGERS	2014	\$1,100.00
6	<input type="checkbox"/>	None	CIRCLE RAMP	2014	\$150.00
7	<input type="checkbox"/>	None	HONDO MOTOR/PUMP	2014	\$300.00
8	<input type="checkbox"/>	None	16' GRAIN AUGER	2013	\$450.00
9	<input type="checkbox"/>	None	WEIGH TRONIX SCALE	2013	\$1,500.00
10	<input type="checkbox"/>	None	110 HANDLINES UBB B13	2012	\$3,080.00
11	<input type="checkbox"/>	None	QUICKBOOKS SOFTWARE	2011	\$199.00
12	<input type="checkbox"/>	None	SPARE PARTS	2011	\$264.00
13	<input type="checkbox"/>	None	BROTHER PRINTER	2009	\$200.00
14	<input type="checkbox"/>	None	WHATCOM MULCH SPREADER	2009	\$21,000.00
15	<input type="checkbox"/>	None	2 HOME BUILT HAY TURNERS	2008	\$1,600.00
16	<input type="checkbox"/>	None	4' ROTA TILLER	2008	\$1,500.00
17	<input type="checkbox"/>	None	DELL COMPUTER	2008	\$550.00
18	<input type="checkbox"/>	None	NH TRACTOR TN75VA-S#HJB110420	2008	\$22,000.00
19	<input type="checkbox"/>	None	FRONT END LOADER, FORK & BUCKET-S#870055	2007	\$6,500.00
20	<input type="checkbox"/>	None	PORTABLE GATES AND HAY BUNKS	2007	\$3,600.00