

**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: \_\_\_\_\_

**ACCOUNT INFORMATION**

Taxpayer Name:		Attention:	
Mailing Address:	City:	State:	Zip:
Business Name:			
Physical Address:	City:	State WA	Zip:
Phone Number: ( ) -	Fax Number: ( ) -		
Email Address (address to contact regarding personal property account or listing): <input type="checkbox"/> Check to receive listings via email			
NAICS or Business Description:	UBI Number:	Date Opened:	
Legal Entity (Please Mark One)			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation- Out of State, State: <input type="checkbox"/> Head of Family Exemption <input type="checkbox"/> Corporation-WA State <input type="checkbox"/> Other (Including LLC, LLP, etc.)			

**PERSONAL PROPERTY LISTING**

Owned Business Assets (Please attach additional pages if necessary)

Supplies (Monthly Cost):

Category Code or 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:\* \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: ( ) - \_\_\_\_\_

\*If the preparer is an agent of the taxpayer please attach a letter of authorization.