



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

June 23, 2016

TO: All County Assessors

FROM: Scott Sampson, Manager, Utility Valuation and GIS Program
Susan Ragland, Cartographer
Property Tax Division

Susan A. Ragland *Scott Sampson*

SUBJECT: COUNTY TAX CODE AREA MAP CHANGES – 2016 DEADLINE

Assessors must provide taxing district annexations and tax code area (TCA) boundary changes to the Department within 30 days of their establishment. We use this information to prepare taxing district maps and apportion the operating property of each centrally assessed company among the various counties and taxing districts. This is an important component of our ability to deliver certified utility values to you as early as possible and provide ample time to calculate levies.

When we need the information

Please send any pending annexations or TCA changes now. Send annexations or TCA boundary changes that are effective August 1, 2016, as soon as possible. All annexations and boundary changes are due **August 31, 2016.**

What you need to do

For each annexation or TCA boundary change, send us the following information:

1. Provide a copy of the ordinance, resolution, ballot, or judgment – including the legal description of the annexed area or new territory.
2. Provide a detailed annexation color map highlighting the annexed area. Be sure the maps include the section, township, range, and parcel numbers (if available). For a city annexation, include the previous adjacent city boundary line.
3. Provide maps in a GIS shape-file or feature-class format. We use ArcGIS (digital mapping software) for maximum accuracy to update the state TCA map. If your office does not have access to GIS capabilities, then detailed paper maps are acceptable.
4. Describe each TCA change (e.g., annexation moves property **from** TCA 0315 **to** TCA 0020). If the annexation creates a new TCA number, include a list of all taxing districts in the new TCA.
5. Create new TCAs for areas which remain responsible for bonded indebtedness from the original TCA.

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Please check with your city administration personnel, county auditor, county commissioners, superintendent of schools, and other persons responsible for taxing districts to be certain you have been informed of all revisions, additions, or deletions.

Where to send the information

**Susan Ragland
Mapping Section
Department of Revenue
Property Tax Division
PO Box 47471
Olympia, WA 98504-7471**

If you have any questions or need more information, you may contact Susan Ragland at susanra@dor.wa.gov or by phone at (360) 534-1369.

STS/SR