



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

July 2, 2013

TO: All County Assessors

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

SUBJECT: COUNTY TAX CODE AREA MAP CHANGES – 2013 DEADLINE

All annexations and taxing district boundary changes are due **in our office by August 31, 2013**. We prepare taxing district maps based on this information and the maps will be used to apportion the 2013 operating property of each centrally assessed company, among the various counties and taxing districts.

When we need the information

Please send any annexations or TCA changes that took place in your county now to ensure that TCA boundaries are correct for levy setting.

What you need to do

For each annexation or TCA change, send us the following information within 30 days of receiving the information in your office:

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 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. Please provide maps in a GIS compatible 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.
3. Describe each code area change (e.g., annexation moves property **from** code area 0315 **to** code area 0020). If the annexation creates a new TCA number, include a list of all tax districts in the new TCA.
4. Create new TCAs for areas which remain responsible for bonded indebtedness from the original TCA.

All County Assessors
July 2, 2013
Page 2

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**

Feel free to contact us if you have any concerns or questions or need more information. Susan is the best person to contact; she can be reached at susanra@dor.wa.gov or (360) 534-1369.

STS/SR