

# Training announcement: Basic Levy Training Webinar

## Dates, times, and location

**September 14-15, 2021**

**9:00am – 4:00pm**

## Microsoft Teams Online

## What you'll learn

This two-day Basic Levy Training session provides an overview of the property tax levy process and basic training in the calculation of levies and levy limitations. The presentation is designed to assist levy specialists from the assessor's or treasurer's offices and taxing district staff. This session presumes that the participants have minimal experience with levies, so we concentrate on the fundamentals. Experienced staff is welcome to attend and participate, but the most complex questions will be answered as time allows.

## Prerequisite

Please read sections 1.1 through 1.8 in Chapter 1 and all of Chapter 2 in the [Property Tax Levies Operation Manual](#).

You will be provided training material prior to the class. If you do not have access to a second monitor to view this material separately from the actual presentation be sure to print this material prior to the webinar.

## General information

Each participant will need access to their own computer as we will be using the electronic versions of the levy limit worksheet, \$5.90 limit worksheet, and Constitutional 1 percent limit worksheet during the presentation.

Our in-person class typically involves a great deal of individual assistance while working on the exercises. The online setting will not allow this one-on-one assistance, thus we strongly encourage only staff working with the levy calculations participate in the webinar this year.

**Instructors:** Diann Locke

**Continuing education hours:** 3 GI

## Registration

- Fee: \$0 per person, due at time of registration or by deadline. Note: you must have your supervisor's signature on the registration form
- Deadline: **September 6, 2021**
- Send registration to : [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov)

## **Cancellation and refund policy**

You must cancel no later than 10 business days before the start of class.

## **Questions?**

Contact: Grace Sutula at 360-534-1361 or [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov)