

Course announcement

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| Sponsor | Washington State Department of Revenue Property Tax Division |
| Title | Introduction to Personal Property |
| When | October 9-10, 2024 from 8:30am to 4:30pm |
| Location | In-Person in Ellensburg at Central Washington University |
| Presenter | Lisa Brewer, et al. |
| Spots | 40 |
| Credit | 7.5 continuing education hours |
| Target audience | <ul style="list-style-type: none">• New county assessors• New county appraisers.• Other county assessor office staff. |

DOL approval In progress

Curriculum The class will include a thorough overview of personal property laws, rules, and Property Tax Advisories; listing requirements; estimating value; and application of Department of Revenue valuation guidelines and supplemental schedules. The class will also include a general overview of discovery of personal property, discussion on auditing methods, and IRS records applicable to auditing and personal property. Students will be expected to work on some assignments between sessions to maximize learning and generate interaction.

Expectations **Prerequisites:** None.
Ground rules: None.
Items to bring: Basic calculator.



 **[Registration form](#)**
due 9/11/24

Need assistance?

Email dorpropertytaxeducation@dor.wa.gov to:

- Ask a question.
- Cancel or swap a registration.
- Sign up to receive training announcements via [GovDelivery](#).
- Suggest training topic.
- Report an issue.

Want more information?

Visit the [Education Program webpage](#).

Introduction to Personal Property

October 9-10, 2024



Agenda

Day 1

| When | What |
|---------|--|
| 8:30am | Welcome / Introductions / Overview of Agenda |
| 9:00am | Business Owner Quiz |
| 9:30am | Overview of Assessment / Personal Property Defined / Terminology Quiz |
| 10:15am | Fundamentals of Personal Property / Fundamentals Exercise |
| 11:00am | Valuation of Personal Property |
| 12:00pm | Lunch |
| 1:00pm | Valuation of Personal Property (Continued) / Sample Problems 1 & 2 / Fixed Asset Exercise |
| 1:30pm | Capitalized Repairs / Industrial Property / CWIP / LHI / Capital Improvements Quiz |
| 2:30pm | Personal Property Exemptions / Exemptions Quiz |
| 3:00pm | Valuation Guidelines / Excel Guidelines / Supplemental Valuation Guidelines / Title Company Quiz |
| 4:30pm | Adjourn |

Day 2

| When | What |
|---------|---|
| 8:30am | Listing Forms / Manifest Error Corrections |
| 9:00am | Property Tax Advisories (PTA's) <ul style="list-style-type: none">• 6.2.2011 – Property Taxability of Motor Vehicles• 7.1.2009 – Sales Tax as an Element of Value• 9.1.2009 – Assessment of Supplies• 10.1.2009 – “True Lease” or Security Agreement Leased Equipment Exercise |
| 10:30am | Distrain of Personal Property |
| 10:45am | Mobile Homes |
| 11:30am | Property Tax Resource Center (PTRC) |
| 12:00pm | Lunch |
| 1:00pm | Tax Discovery / Audit Procedures / IRS Records / Depreciation–Expense vs. Capitalization |
| 1:45pm | Auditing / Audit Exercises – Group Discussion, Handouts |
| 3:30pm | Review / Questions and Answers |
| 4:30pm | Adjourn |