

Instructions for Filing your Personal Property Return Online.



Follow this link <https://taxsifter.co.kittitas.wa.us/PersonalPropertyEfile/> to our website to file your personal property return online.

First read and accept the disclaimer.



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I Agree

I Disagree

Once you accept the disclaimer the next screen will prompt you to enter your businesses specific Schedule ID and Schedule #. The Schedule ID is year specific and will change each year.

This information can be found on the printed listing or by contacting the Kittitas County Assessor Office at 509-962-7501.

Enter Schedule Information	
Schedule ID:	<input type="text"/>
Schedule #:	<input type="text"/>
Get Schedule	

These numbers can be found on your current year’s Personal Property Return that was sent out at the end of the year. Or you may call 509-962-7540 or email personalproperty@co.kittitas.wa.us to obtain the current year’s Schedule ID and/or Schedule Number.

Mike Hougardy
Kittitas County Assessor
205 W 5th Ave Ste 101
Ellensburg WA 98926
509-962-7501

Personal Property Return



This is not a Tax Statement

DATE DUE - APRIL 30th

THIS FORM MUST BE RETURNED IN ALL CASES

A 5% Late File Penalty for each month after due date up to 25% applies. A willful Failure to File Penalty is 100%

KITTITAS COUNTY

205 W 5TH AVE STE 101
ELLENSBURG WA 98926

Schedule ID:	68515
Schedule Number:	111111
Property Type :	67
Tax District :	18
Tax Year :	2026
Mailing Date :	12/31/2024

Once you enter both numbers click the [Get Schedule](#) to proceed into your business’ personal property return.



Account Information	
Business Name:	PARCEL FOR E-FILING
Business Street Address:	205 W 5TH AVE STE 101
NAICS Code:	
UBI Number:	

Owner Information	
First Name:	
Last Name:	KITTITAS COUNTY TEST PARCEL
Address 1:	
Address 2:	205 W 5TH AVE STE 101
City:	ELLENSBURG
State:	WA
Zip Code:	98926
Phone:	
Email Address:	
Next >> Save & Quit	

If needed change any information in the Account Information section. Once done click either Next or Save & Quit to come back later.

Exemptions Section:

Click on which type of ownership applies to your business in the first section.



Business Ownership
Is the ownership of this business a:
<input type="radio"/> Partnership
<input type="radio"/> Corporation
<input type="radio"/> Sole Ownership
<input type="radio"/> Association
<input type="radio"/> LLC, PLLC, etc.
<input type="radio"/> Organization
<input type="radio"/> Other
<input type="radio"/> Claiming in Another County

If you selected that your business is in a **Sole Ownership**, then proceed to the second section of the form.

Sole Proprietors	
If sole owner of this reported property, are you:	
The head of a family?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Claiming this exemption in any other county?	<input type="radio"/> Yes <input checked="" type="radio"/> No
A widow or widower?	<input type="radio"/> Yes <input checked="" type="radio"/> No
A citizen over 65 years of age with 10 years continuous state residence?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the owner/user of the property a Sole Proprietor or the only beneficiary of a Trust?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If you are a **Farmer** fill in the third section of the form.

Farm Exemption	
<p>Under RCW 84.36.630, all qualifying farm machinery and equipment is exempt from the state property tax. Qualifying equipment is still subject to local property taxes and must continue to be reported on the county personal property listing form. Qualifying machinery and equipment must be; (1) owned by an active farmer, (i.e. someone who is in the business of farming), and (2) the equipment must have been used in the business of farming during each year the claim for exemption is made.</p> <p>Additionally, equipment claimed for exemption must also have been used exclusively in growing, raising, or producing agricultural products. Equipment not qualifying includes; (1) equipment used in growing, raising, or producing agricultural products for a person's own consumption, (2) equipment used in the selling of animals from stockyards, slaughter houses, and packing houses, and (3) equipment used in cultivating or raising timber. The claim for exemption must be submitted by April 30th each year with the personal property listing form to the County Assessor where the personal property is located. For a listing of qualifying farming activities refer to RCW 82.04.213 and RCW 15.85.020.</p>	
Does the "Farmer" own the personal property claimed for exemption?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you currently engaged in the business of growing, raising, or producing agricultural products?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you farm upon lands you own or that you have a present right of possession?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you grow or produce agricultural products that are for sale?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you consider yourself to be a "farmer" as defined in RCW 82.04.213(2), below?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is a personal property listing form filed or attached for the claim year, listing all farm equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>"Farmer" means any person engaged in the business of growing, raising, or producing upon the person's own lands or upon the lands in which the person has a present right of possession, any agricultural product to be sold. 'Farmer' does not include a person growing, raising, or producing such products for the person's own consumption; a person selling any animal or substance obtained there from in connection with the person's business of operating a stockyard or a slaughter or packinghouse; a person in respect to the business of taking, cultivating, or raising timber."</p>	

Once completed select Next or Save & Quit to come back later.

In addition, if you have an exempt pivot through the Conservation District you will need to fill out your [Annual Certification for Improvements Being Maintained for the Benefit of Fish and Wildlife Habitat, Water Quality, or Water Quantity](#). Please submit this form separately through the Personal Property email address at personalproperty@co.kittitas.wa.us .

Assets Section: This section is where you can modify, add assets or delete assets.

When moving to this section a pop-up box will appear for Supplies Not Held for Sale. Refer to the Supply documents to help you to determine what supplies to include ([Assessment of Supplies, What are Supplies](#)).

Annual business use expenditures for supplies:

Average inventory (how often do you order supplies):

1 week (divide total by 52 to get average supplies for the year, enter that amount)

2 weeks (divide total by 26 to get average supplies for the year, enter that amount)

1 Month (divide total by 12 to get average supplies for the year, enter that amount)

Supplies Not Held for Sale

Consists of supplies and materials not normally held for sale or which do not become an ingredient or component of an article being produced for sale.

- If inventory as of January 1st is representative of monthly average, enter that amount here.
- If only annual figure is known, divide by 12 and enter that result here.

Answer the question and click Submit.

Make sure Supplies, Misc Tools, Spare Parts, Store Diesel-Gas and Stored Propane amounts are updated if applicable. Click on the line you want to modify and update the Acquisition Year by one year and add how much you keep on hand.

Misc Tools: add total value of other tools not listed on the return.

Spare Parts: add total cost of all spare parts.

Stored Diesel/Gas: multiply how many gallons stored by the price per gallon, enter that amount. (Ex. 10 gallons, \$4.00 per gallon: 10 X 4= 40. Enter 40 in the Original Cost column)

Stored Propane: multiply how many gallons stored by the price per gallon, enter that amount. (Ex. 5 gallons, \$2.00 per gallon: 5 X 2= 10. Enter 10 in the Original Cost column)

Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost
1	<input type="checkbox"/>	Supplies/Materials	Supplies and Materials	2024	\$200.00
2	<input type="checkbox"/>		MISC TOOLS	2023	\$50.00
3	<input type="checkbox"/>	<input type="text"/>	SPARE PARTS	2023	<input type="text"/>

When done click on another line.

Adding an asset. Fill in the Description, Acquisition Year and Original Cost (minus sales tax) in the spaces provided.

					<input type="button" value="Add"/>
Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost
1	<input type="checkbox"/>	Supplies/Materials	Supplies and Materials	2024	\$200.00

Once done click on the add button.

			COMPUTER	2024	1025	<input type="button" value="Add"/>
Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost	
1	<input type="checkbox"/>	Supplies/Materials	Supplies and Materials	2024	\$200.00	
2	<input type="checkbox"/>		MISC TOOLS	2024	\$50.00	
3	<input type="checkbox"/>		SPARE PARTS	2024	\$0.00	

Then it will add it to your list.

Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost	
1	<input type="checkbox"/>	Supplies/Materials	Supplies and Materials	2024	\$200.00	
2	<input type="checkbox"/>		COMPUTER	2024	\$1,025.00	<input type="checkbox"/>
3	<input type="checkbox"/>		MISC TOOLS	2024	\$50.00	
4	<input type="checkbox"/>		SPARE PARTS	2024	\$0.00	

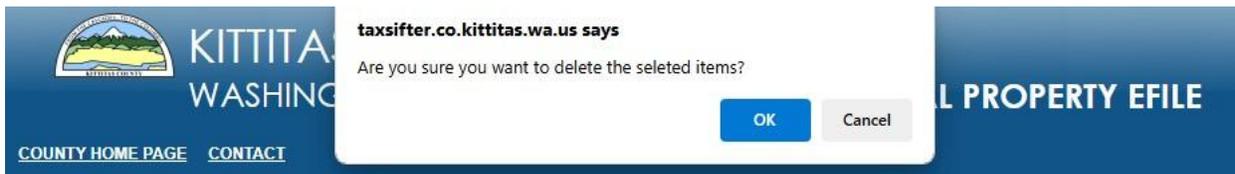
To **delete** a line, click the box for the line that needs to be deleted then select the Delete icon at the top of the list. This will remove the lines that need to be deleted.

Deleted items should only be deleted if you no longer have the item. In the Comment Section of this application which is in the next section please list why you deleted the item or items.

Examples-disposed, junked, trade-in, or sold. If sold to someone within Kittitas County please provide a name, address, phone number, how much it was sold for.

Line	Delete	Item Category	Description (Include Quantity)	Acquisition Year	Original Cost
1	<input type="checkbox"/>	Supplies/Materials	Supplies and Materials	2024	\$200.00
2	<input type="checkbox"/>		COMPUTER	2024	\$1,025.00
3	<input type="checkbox"/>		MISC TOOLS	2024	\$50.00
4	<input type="checkbox"/>		SPARE PARTS	2024	\$0.00
5	<input checked="" type="checkbox"/>		OFFICE CHAIR	2020	\$75.00

The system will ask you if you are sure if you want to delete the selected items.



Click OK, if you agree and then the item or items will be removed from the list.

Comment Section:

Example: Item 5-Ipad disposed, Item 10-desk disposed, Item 17-4-wheeler sold out of county, Item 20- Tractor Sold to (name, address, phone number, \$\$\$\$) enter this information. Item 30-Harrow bed Trade-in (add trade-in amount) with new harrow bed.

The image shows the 'Comments' section of the software interface. At the top, there is a navigation bar with icons for 'Schedule Number', 'Account Information', 'Exemptions', 'Assets', 'Comments', 'Summary', and 'Exit'. Below this is a 'Comments' header with the text: "Please enter any comments or instructions you feel are important to make the Assessor's office aware of in regard to this account." Below this is a red warning message: "Be sure to include notification of any change in name, mailing address, business name, and/or additional identification/contact/routing information. Name, phone number and email address are required." There is a large text area for comments, followed by four input fields: "Filer First Name:", "Filer Last Name:", "Phone Number:", and "Email Address:". At the bottom, there are three buttons: "<< Previous", "Next >>", and "Save & Quit".

Make sure you fill in the four boxes. If one is left blank, it will not let you move to the Summary Section.

Please send your Detailed Federal Asset Depreciation Schedule, worksheets or any other pertinent documents to personalproperty@co.kittitas.wa.us referencing the Schedule number in your email.

Once filled in click next.

Summary Section:



This is where you will double check that everything looks correct for your return. If you need to correct a section, click on the icon to go back to the section that needs to be corrected. Then click on the Next button to proceed through the application again.

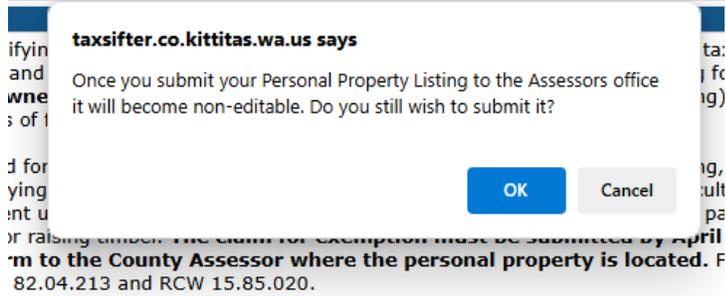


If you would like to have a copy for yourself, click on the [Printer Friendly Listing](#) this will bring up your print box for you to either print or save as a PDF.

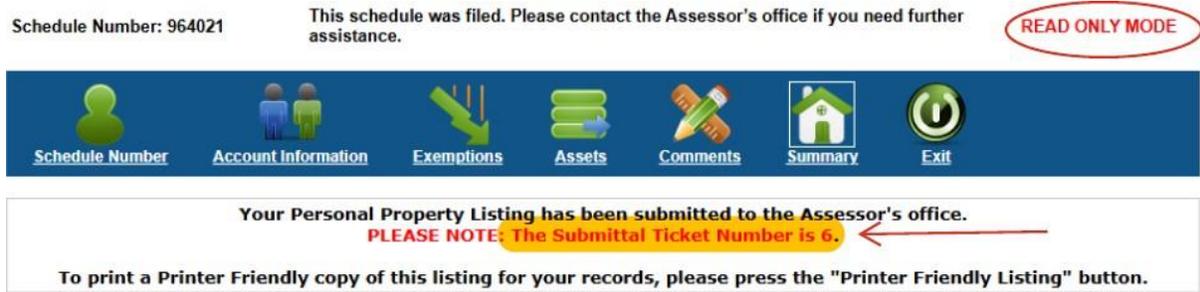
Once verified and you are ready to submit your personal property return form click the

[Submit Listing to Assessor](#)

once the button is clicked you can not go back to edit the return.



The return will be submitted to the Assessor's Office and the system will give you a Submittal Ticket Number for your reference.



Note: You can still print or save the listing just scroll down to the bottom of the form.

Once done click on the Exit symbol to exit the application.

