

Request for Hearing or Meeting

Centrally Assessed Company Operating Property Value

Return this form promptly to assist with scheduling your hearing. See page 2 for questions about the process and contact information if you need help.

I, _____, request an opportunity to present evidence regarding the operating property valuation of _____ (company) made by the Department of Revenue for the _____ (current) Assessment Year for taxes payable in _____ (next year). (RCW 84.12.340, WAC 458-50-070, or RCW 84.16.100.)

Requested format

Hearing – conducted by the director or by any employee or agent of the department designated by the director. The hearing is recorded and open to the public with limited exceptions.

Informal Meeting – facilitated by the designated appraiser. The informal meeting is open to department management and staff.

Taxpayer value estimate

Total unit value: _____ Exempt intangible personal property: _____
Unit less exempt intangible personal property: _____ Washington value: _____

Major points for discussion (use attachment if needed)

Taxpayer(s) name and company number:

Mailing address:

Phone: _____ Email: _____ Date: _____

Representative(s) name:

Mailing address:

Phone: _____ Email: _____ Date: _____

What to do next:

Please provide a [Confidential Tax Information Authorization](#) and power of attorney to speak on behalf of the taxpayer if the department does not already have one on file. If you represent multiple taxpayers, please complete one form per company.

Email this form and all attachments to your industry appraiser. Paper or faxed copies will not be accepted.

What is the typical process?

Step 1: Request

To present additional information about the value of your property, please complete this form and return it by email (preferred), mail, or fax to your industry's appraiser within the first ten working days in July. Requests must be in writing.

Step 2: Schedule

Your industry's appraiser will contact you upon receipt of your request. Tip: To get your preferred date and time, please make your request early. Times fill up quickly and we cannot accommodate all preferences. Appointments are typically one hour. Teleconferences are available.

Step 3: Support

Provide additional information or data at least 24 hours prior to your scheduled hearing or meeting.

Step 4: Meet

Hearings and meetings are held the second ten working days in July. To withdraw your request, please notify your industry's appraiser.

Questions

Please contact your industry's appraiser if you have questions regarding the hearing process.

Industry	Appraiser	Phone	Email
Airlines	Kevin Hill	360-534-1422	KevinH@dor.wa.gov
Electric	Dean Ando	253-382-2014	DeanA@dor.wa.gov
Gas Distribution & Pipelines	Dean Ando	253-382-2014	DeanA@dor.wa.gov
Private Railcars	Tonya Boren	253-382-2017	TonyaB@dor.wa.gov
Railroads	Shawn Casey	360-534-1414	ShawnC@dor.wa.gov
Telecommunications	Anja Pangborn	253-382-2015	AnjaP@dor.wa.gov
Wireless Telecom	Shawn Casey	360-534-1414	ShawnC@dor.wa.gov
Supervisor	Frank Dudley	360-534-1420	FrankD@dor.wa.gov
Manager	Jordan Dilba	360-534-1424	JordanD@dor.wa.gov

Important dates

Month	Activity	WAC or RCW
June	<ul style="list-style-type: none"> Assessed values sent — on or before June 30. 	RCW 84.12.270 and WAC 458-50-070(2), RCW 84.16.040
July	<ul style="list-style-type: none"> Requests and scheduling of hearings and meetings — first ten working days of July. Hearings and meetings held — second ten working days of July. 	RCW 84.12.340 and WAC 458-50-070(3), RCW 84.16.100
August	<ul style="list-style-type: none"> Determination of final value — on or before August 20 	WAC 458-50-070(4)

Most valuation disagreements are resolved using this process. Participation in hearings or meetings is optional and not a requirement to file an appeal with the State Board of Tax Appeals (RCW 82.03.130(1)(d)) or to pay taxes under written protest (RCW 84.68.020).