

Real Estate Excise Tax Information & Form

Washington State Law requires that a Real Estate Excise Tax Affidavit be completed and signed prior to a deed being recorded to transfer ownership of real property

Directions for filling out the form:

Box 1 Seller/Grantor – Name and address of the person releasing interest in the property (for example, for a sale, this would be the seller).

Box 2 Buyer/Grantee – Name and address of the person gaining interest in the property (for example, for a sale, this would be the buyer).

Box 3 Address To Send All Property Tax Related Correspondence – Name and mailing address of the new taxpayer. This should be the future mailing address where the property tax information should be sent, not the current address unless they are the same.

Box 3 All Tax Parcel Numbers – This is a 12-digit number. Do not put the property address in this box.

Box 3 County Treasurer Place Assessed Value if Tax Exempt – Leave this box blank. This will be completed by the County Treasurer’s Office.

Box 4 Legal Description of Property – Full legal description of property being transferred.

Box 5 – Check yes or no to each question regarding special classifications of the property. In additional, mark the box that best describes the property type and its principal use.

Box 6 – If the sale includes any personal property such as furniture or other items not described in the legal description, include a description of these items here.

Box 6 WAC No. – Enter the WAC Number that corresponds to the type of transfer. For a sale, this is left blank.

Box 6 Explanation – Reason for the transfer or the type of exemption being claimed. For sales, leave blank.

The following are some examples of common transactions, the WAC Number that corresponds, and if applicable the additional documentation needed in order to process the transfer.

Type of Transaction	WAC No.	Explanation	Additional Documentation
Divorce	458-61-340	To separate community property	None
Marriage	458-61-340	To establish community property	None
Inheritance	458-61-412	Inheritance	Will, trust, or court order
Gift	458-61-410	Gift for love and affection	Supplemental Form

Type of Document – The name of the legal document (deed) being used to convey ownership. Examples of deeds that might be used to convey ownership included the following: Statutory Warranty Deed, Quit Claim Deed, and/or Personal Representatives Deed.

Date of Document – The date as shown on the legal document (deed) being recorded. If the document is more than 30 days old, or will be at the time it is processed, please call the Treasurer’s Office for interest and penalty amounts due.

Gross Selling Price – If money is being exchanged, enter the sale price including any down payment.

Personal Property Amount – Include any amount of the sale that is for personal property items listed above.

Taxable Selling Price – This will automatically calculate for you. This is generally the same as the gross selling price.

State Excise Tax – This portion of the excise tax will automatically calculate for you.

Local Excise Tax – Click on the drop down and pick the city or the county the transfer is taking place at. Hit the tab key and the local excise tax will populate.

Delinquent Interest & Penalty – If your document is greater than 30 days old, there will be delinquent interest and penalty. Please contact the Treasurer's Office to get the correct amount. 360-740-1115.

The Total Due – Enter the sum of all Tax, Interest & Penalty.

Box 7 Affidavit – both the “buyer” and “seller” are to sign.

Box 8 (1) Notice of Continuance – This is completed only if in Box 5, you marked yes to one of the special use classifications