

# Online Real Estate Excise Tax Affidavit Helpful Hints

[Click on the underlined link to the appropriate affidavit to view it](#)

## Information:

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. If you are transferring ownership of a manufactured/mobile home and you have not been to the Department of Licensing to eliminate the title after being affixed to your land, you will need a [Mobile Home Real Estate Excise Tax Affidavit](#).

## Directions:

**Box 1**- Name and address of the person releasing interest in the property. For a sale, this would be the seller.

**Box 2**- Name and address of the person gaining interest in the property. For a sale, this would be the buyer.

**Box 3**- 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.

**All Tax Parcel Numbers**- Type the eleven-digit property number(s), not the property address.

**List Assessed Value**- List the current assessed value.

**Box 4**- Include full legal description of the property being transferred.

**Box 5**- Enter the Abstract Use Categories. Look at the key below to find the coordinating number(s) that best describe the property type.

1 – Residential, Single	7 – Designated Forest Land (ch. 84.33 RCW)	13 – Water Right or Mineral Right
2 – Residential, Multiple	8 – Open Space Current Use (ch. 84.34 RCW)	14 – Undeveloped Land / Land Only
3 – Manufacturing	9 – Timberland Current Use (ch. 84.34 RCW)	15 – Land with New Building
4 – Commercial	10 – Other	16 – Building Only
5 – Agriculture (not in Current Use)	11 – Land with Mobile Home	
6 – Agricultural Current Use (ch. 84.34 RCW)	12 – Standing Timber (separate from land)	

**Box 6**- Indicate by checking yes or no if the property is in any special use classification such as forest land, agricultural, farm, open space, or timber. Follow the instructions following if any of these classifications apply.

**Box 7**- 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.

**WAC No.**- Enter the WAC No. that corresponds to the type of transfer. For a sale, this is left blank.

**Reason for exemption**- Reason for the exemption being claimed. You will find a list of the common exemption and if applicable the additional documentation needed in order to process the transfer on the following page.

**Type of Document**- The name of the legal document (deed) being used to convey the ownership.

**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**- Enter the value of the transaction. For example: If you are selling a \$200,000 home for \$75,000 and claiming an exemption for the equity portion, \$200,000 would be entered in this field.

**Personal Property (deduct)**- Include any amount of the sale that is for personal property items listed above.

**Exemption Claimed (deduct)**- Include the dollar amount of which your gross selling price is exempt on.

For example: In the above example in which you are selling a \$200,000 home for \$75,000 and claiming an exemption for the equity portion, \$125,000 would be entered here.

**Taxable Selling Price**- This will automatically calculate based on the Gross Selling Price minus any amount for personal property and/or exemption claimed.

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

**Local Excise Tax**- Click on the button for the drop down box and select the city or town the property is located in.

**Delinquent Interest & Penalty**- This is due if the document being recorded is more than 30 days old. Please call the Treasurer's office for the correct amount to enter here if applicable. Otherwise, leave blank.

**The Total Due**- This will automatically calculate. Please make checks payable to "Thurston County Treasurer".

**Box 8**- Both the "buyer" and "seller" are to sign.

Examples of frequently used WAC No.'s and if applicable the additional documentation required

Type of Transfer	WAC No.	Explanation	Additional Documentation
Divorce	458-61A-203	To separate community property	None
Marriage	458-61A-203	To create community property	None
Inheritance	458-61A-202	Inheritance	Certified copies of Letters of Testamentary, Administration, or Court Order or copy of recorded Community property agreement Certified copy of Death Certificate
Gift	458-61A-201	Gift	<a href="#">Real Estate Excise Tax Supplemental Statement</a>
Foreclosure	458-61A-208	Foreclosure/Forfeiture	Original Deed of Trust or Contract of Sale
Revocable Trust	458-61A-211	Transfer to/from Revocable Trust	None
Irrevocable Trust	458-61A-210	Transfer to/from Irrevocable Trust	Copy of Trust Document

Examples of legal documents (deeds) that might be used to convey ownership include the following:

Statutory Warranty Deed	Quit Claim Deed	Personal Representatives Deed
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