

Exhibit A

definition_name	record_type	field_name	start_pos	length	export_format	friendly_desc	xml_element	xml_element_level
Export Tax Statement		year	1	4		Statement Year	NULL	NULL
Export Tax Statement		statement_id	5	12		Statement ID	NULL	NULL
Export Tax Statement		office_name	17	50		Office Name	NULL	NULL
Export Tax Statement		payment_type	67	10		Payment Type	NULL	NULL
Export Tax Statement		statement_type	77	18		Statement Type	NULL	NULL
Export Tax Statement		property_type_desc	95	50		Property Type Desc	NULL	NULL
Export Tax Statement		property_tax_questions_phone	145	15		Property Tax Questions Phone	NULL	NULL
Export Tax Statement		internet_address	160	50		Internet Address	NULL	NULL
Export Tax Statement		property_value_questions_phone	210	15		Property Value Questions Phone	NULL	NULL
Export Tax Statement		treasurer_name	225	50		Treasurer Name	NULL	NULL
Export Tax Statement		county_name	275	20		County Name	NULL	NULL
Export Tax Statement		addr_line1	295	50		Treasurer Address Line 1	NULL	NULL
Export Tax Statement		addr_line2	345	50		Treasurer Address Line 2	NULL	NULL
Export Tax Statement		addr_line3	395	50		Treasurer Address Line 3	NULL	NULL
Export Tax Statement		addr_city	445	50		Treasurer Address City	NULL	NULL
Export Tax Statement		addr_state	495	2		Treasurer Address State	NULL	NULL
Export Tax Statement		addr_zip	497	10		Treasurer Address Zip	NULL	NULL
Export Tax Statement		office_hours_line1	507	50		Office Hours Line 1	NULL	NULL
Export Tax Statement		office_hours_line2	557	50		Office Hours Line 2	NULL	NULL
Export Tax Statement		office_hours_line3	607	50		Office Hours Line 3	NULL	NULL
Export Tax Statement		prop_id	657	12		Property ID	NULL	NULL
Export Tax Statement		owner_name	669	33		Owner Name	NULL	NULL
Export Tax Statement		care_of_name	702	33		Care of Name	NULL	NULL
Export Tax Statement		owner_addr_line1	735	33		Address 1	NULL	NULL
Export Tax Statement		owner_addr_line2	768	33		Address 2	NULL	NULL
Export Tax Statement		owner_addr_line3	801	33		Address 3	NULL	NULL
Export Tax Statement		mailing_csx	834	33		Mailing CSZ	NULL	NULL
Export Tax Statement		situs_address	867	33		Situs Address	NULL	NULL
Export Tax Statement		situs_csx	900	33		Situs CSZ	NULL	NULL
Export Tax Statement		owner_addr_country	933	50		Country	NULL	NULL
Export Tax Statement		legal_desc	983	100		Legal 1	NULL	NULL
Export Tax Statement		message	1083	240		Tax Message	NULL	NULL
Export Tax Statement		tax_area_code	1323	6		Tax Area Code	NULL	NULL
Export Tax Statement		prior_year_taxes_paid	1329	15		Prior Year Taxes Paid	NULL	NULL
Export Tax Statement		prior_year_pi_paid	1344	15		Prior Year Penalty and Interest Paid	NULL	NULL
Export Tax Statement		prior_year_value	1359	15		Prior Year Assessed Value	NULL	NULL
Export Tax Statement		prior_year_tax_rate	1374	14		Prior Year Levy Rate	NULL	NULL
Export Tax Statement		current_year_value	1388	15		Current Year Assessed Value	NULL	NULL
Export Tax Statement		current_year_tax_rate	1403	14		Current Year Levy Rate	NULL	NULL
Export Tax Statement		voted_levy_01_name	1417	33		Voted Taxing District 1	NULL	NULL
Export Tax Statement		voted_levy_01_rate	1450	14		Voted Taxing District 1 Rate	NULL	NULL
Export Tax Statement		voted_levy_01_tax	1464	15		Voted Taxing District 1 Tax	NULL	NULL
Export Tax Statement		voted_levy_02_name	1479	33		Voted Taxing District 2	NULL	NULL
Export Tax Statement		voted_levy_02_rate	1512	14		Voted Taxing District 2 Rate	NULL	NULL
Export Tax Statement		voted_levy_02_tax	1526	15		Voted Taxing District 2 Tax	NULL	NULL
Export Tax Statement		voted_levy_03_name	1541	33		Voted Taxing District 3	NULL	NULL
Export Tax Statement		voted_levy_03_rate	1574	14		Voted Taxing District 3 Rate	NULL	NULL
Export Tax Statement		voted_levy_03_tax	1588	15		Voted Taxing District 3 Tax	NULL	NULL
Export Tax Statement		voted_levy_04_name	1603	33		Voted Taxing District 4	NULL	NULL
Export Tax Statement		voted_levy_04_rate	1636	14		Voted Taxing District 4 Rate	NULL	NULL
Export Tax Statement		voted_levy_04_tax	1650	15		Voted Taxing District 4 Tax	NULL	NULL
Export Tax Statement		voted_levy_05_name	1665	33		Voted Taxing District 5	NULL	NULL
Export Tax Statement		voted_levy_05_rate	1698	14		Voted Taxing District 5 Rate	NULL	NULL
Export Tax Statement		voted_levy_05_tax	1712	15		Voted Taxing District 5 Tax	NULL	NULL
Export Tax Statement		voted_levy_06_name	1727	33		Voted Taxing District 6	NULL	NULL
Export Tax Statement		voted_levy_06_rate	1760	14		Voted Taxing District 6 Rate	NULL	NULL
Export Tax Statement		voted_levy_06_tax	1774	15		Voted Taxing District 6 Tax	NULL	NULL
Export Tax Statement		voted_levy_07_name	1789	33		Voted Taxing District 7	NULL	NULL
Export Tax Statement		voted_levy_07_rate	1822	14		Voted Taxing District 7 Rate	NULL	NULL
Export Tax Statement		voted_levy_07_tax	1836	15		Voted Taxing District 7 Tax	NULL	NULL
Export Tax Statement		voted_levy_08_name	1851	33		Voted Taxing District 8	NULL	NULL
Export Tax Statement		voted_levy_08_rate	1884	14		Voted Taxing District 8 Rate	NULL	NULL
Export Tax Statement		voted_levy_08_tax	1898	15		Voted Taxing District 8 Tax	NULL	NULL
Export Tax Statement		voted_levy_09_name	1913	33		Voted Taxing District 9	NULL	NULL
Export Tax Statement		voted_levy_09_rate	1946	14		Voted Taxing District 9 Rate	NULL	NULL
Export Tax Statement		voted_levy_09_tax	1960	15		Voted Taxing District 9 Tax	NULL	NULL
Export Tax Statement		voted_levy_10_name	1975	33		Voted Taxing District 10	NULL	NULL
Export Tax Statement		voted_levy_10_rate	2008	14		Voted Taxing District 10 Rate	NULL	NULL
Export Tax Statement		voted_levy_10_tax	2022	15		Voted Taxing District 10 Tax	NULL	NULL
Export Tax Statement		voted_total_levy_rate	2037	14		Total Voted Levy Rate	NULL	NULL
Export Tax Statement		voted_total_tax_amount	2051	15		Total Voted Levy Taxes	NULL	NULL
Export Tax Statement		nonvoted_levy_01_name	2066	33		Non-Voted Taxing District 1	NULL	NULL
Export Tax Statement		nonvoted_levy_01_rate	2099	14		Non-Voted Taxing District 1 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_01_tax	2113	15		Non-Voted Taxing District 1 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_02_name	2128	33		Non-Voted Taxing District 2	NULL	NULL
Export Tax Statement		nonvoted_levy_02_rate	2161	14		Non-Voted Taxing District 2 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_02_tax	2175	15		Non-Voted Taxing District 2 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_03_name	2190	33		Non-Voted Taxing District 3	NULL	NULL
Export Tax Statement		nonvoted_levy_03_rate	2223	14		Non-Voted Taxing District 3 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_03_tax	2237	15		Non-Voted Taxing District 3 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_04_name	2252	33		Non-Voted Taxing District 4	NULL	NULL
Export Tax Statement		nonvoted_levy_04_rate	2285	14		Non-Voted Taxing District 4 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_04_tax	2299	15		Non-Voted Taxing District 4 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_05_name	2314	33		Non-Voted Taxing District 5	NULL	NULL
Export Tax Statement		nonvoted_levy_05_rate	2347	14		Non-Voted Taxing District 5 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_05_tax	2361	15		Non-Voted Taxing District 5 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_06_name	2376	33		Non-Voted Taxing District 6	NULL	NULL
Export Tax Statement		nonvoted_levy_06_rate	2409	14		Non-Voted Taxing District 6 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_06_tax	2423	15		Non-Voted Taxing District 6 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_07_name	2438	33		Non-Voted Taxing District 7	NULL	NULL
Export Tax Statement		nonvoted_levy_07_rate	2471	14		Non-Voted Taxing District 7 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_07_tax	2485	15		Non-Voted Taxing District 7 Tax	NULL	NULL
Export Tax Statement		nonvoted_levy_08_name	2500	33		Non-Voted Taxing District 8	NULL	NULL
Export Tax Statement		nonvoted_levy_08_rate	2533	14		Non-Voted Taxing District 8 Rate	NULL	NULL
Export Tax Statement		nonvoted_levy_08_tax	2547	15		Non-Voted Taxing District 8 Tax	NULL	NULL

Export Tax Statement	nonvoted_levy_09_name	2562	33	Non-Voted Taxing District 9	NULL	NULL
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Export Tax Statement	nonvoted_levy_10_name	2624	33	Non-Voted Taxing District 10	NULL	NULL
Export Tax Statement	nonvoted_levy_10_rate	2657	14	Non-Voted Taxing District 10 Rate	NULL	NULL
Export Tax Statement	nonvoted_levy_10_tax	2671	15	Non-Voted Taxing District 10 Tax	NULL	NULL
Export Tax Statement	nonvoted_total_levy_rate	2686	14	Total Non-Voted Levy Rate	NULL	NULL
Export Tax Statement	nonvoted_total_tax_amount	2700	15	Total Non-Voted Levy Taxes	NULL	NULL
Export Tax Statement	af01_desc	2715	33	Assessment/Fee 1	NULL	NULL
Export Tax Statement	af01_amount	2748	15	Assessment/Fee 1 Amount	NULL	NULL
Export Tax Statement	af02_desc	2763	33	Assessment/Fee 2	NULL	NULL
Export Tax Statement	af02_amount	2796	15	Assessment/Fee 2 Amount	NULL	NULL
Export Tax Statement	af03_desc	2811	33	Assessment/Fee 3	NULL	NULL
Export Tax Statement	af03_amount	2844	15	Assessment/Fee 3 Amount	NULL	NULL
Export Tax Statement	af04_desc	2859	33	Assessment/Fee 4	NULL	NULL
Export Tax Statement	af04_amount	2892	15	Assessment/Fee 4 Amount	NULL	NULL
Export Tax Statement	af05_desc	2907	33	Assessment/Fee 5	NULL	NULL
Export Tax Statement	af05_amount	2940	15	Assessment/Fee 5 Amount	NULL	NULL
Export Tax Statement	af06_desc	2955	33	Assessment/Fee 6	NULL	NULL
Export Tax Statement	af06_amount	2988	15	Assessment/Fee 6 Amount	NULL	NULL
Export Tax Statement	af07_desc	3003	33	Assessment/Fee 7	NULL	NULL
Export Tax Statement	af07_amount	3036	15	Assessment/Fee 7 Amount	NULL	NULL
Export Tax Statement	af08_desc	3051	33	Assessment/Fee 8	NULL	NULL
Export Tax Statement	af08_amount	3084	15	Assessment/Fee 8 Amount	NULL	NULL
Export Tax Statement	af09_desc	3099	33	Assessment/Fee 9	NULL	NULL
Export Tax Statement	af09_amount	3132	15	Assessment/Fee 9 Amount	NULL	NULL
Export Tax Statement	af10_desc	3147	33	Assessment/Fee 10	NULL	NULL
Export Tax Statement	af10_amount	3180	15	Assessment/Fee 10 Amount	NULL	NULL
Export Tax Statement	total_assessment_fee_amount	3195	15	Total Assessments And Fees	NULL	NULL
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Export Tax Statement	full_tax_due_date	3258	10 {0:MM/dd/yyyy}	Full Tax Due Date	NULL	NULL
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Export Tax Statement	full_interest_amount	3283	15	Full Interest Amount	NULL	NULL
Export Tax Statement	full_penalty_amount	3298	15	Full Penalty Amount	NULL	NULL
Export Tax Statement	full_total_due	3313	15	Full Total Due	NULL	NULL
Export Tax Statement	half_tax_due_date	3328	10 {0:MM/dd/yyyy}	Half Tax Due Date	NULL	NULL
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Export Tax Statement	half_interest_amount	3353	15	Half Interest Amount	NULL	NULL
Export Tax Statement	half_penalty_amount	3368	15	Half Penalty Amount	NULL	NULL
Export Tax Statement	half_total_due	3383	15	Half Total Due	NULL	NULL
Export Tax Statement	delinquent_tax_amount	3398	15	Total Delinquent Base Amount	NULL	NULL
Export Tax Statement	delinquent_interest_amount	3413	15	Total Delinquent Interest Amount	NULL	NULL
Export Tax Statement	delinquent_total_due	3428	15	Total Delinquent Due	NULL	NULL
Export Tax Statement	total_due_if_paid_by	3443	11	Total Due If Paid By	NULL	NULL
Export Tax Statement	barcode	3454	17	Barcode	NULL	NULL
Export Tax Statement	delq1_year	3471	12	Delinquent Year 1	NULL	NULL
Export Tax Statement	delq1_base	3483	15	Delinquent Year 1 Base Amount	NULL	NULL
Export Tax Statement	delq1_interest	3498	15	Delinquent Year 1 Interest Amount	NULL	NULL
Export Tax Statement	delq1_penalty	3513	15	Delinquent Year 1 Penalty Amount	NULL	NULL
Export Tax Statement	delq1_total	3528	15	Delinquent Year 1 Total Due	NULL	NULL
Export Tax Statement	delq2_year	3543	12	Delinquent Year 2	NULL	NULL
Export Tax Statement	delq2_base	3555	15	Delinquent Year 2 Base Amount	NULL	NULL
Export Tax Statement	delq2_interest	3570	15	Delinquent Year 2 Interest Amount	NULL	NULL
Export Tax Statement	delq2_penalty	3585	15	Delinquent Year 2 Penalty Amount	NULL	NULL
Export Tax Statement	delq2_total	3600	15	Delinquent Year 2 Total Due	NULL	NULL
Export Tax Statement	delq3_year	3615	12	Delinquent Year 3	NULL	NULL
Export Tax Statement	delq3_base	3627	15	Delinquent Year 3 Base Amount	NULL	NULL
Export Tax Statement	delq3_interest	3642	15	Delinquent Year 3 Interest Amount	NULL	NULL
Export Tax Statement	delq3_penalty	3657	15	Delinquent Year 3 Penalty Amount	NULL	NULL
Export Tax Statement	delq3_total	3672	15	Delinquent Year 3 Total Due	NULL	NULL
Export Tax Statement	delq4_year	3687	20	Delinquent Year 4	NULL	NULL
Export Tax Statement	delq4_base	3707	15	Delinquent Year 4 Base Amount	NULL	NULL
Export Tax Statement	delq4_interest	3722	15	Delinquent Year 4 Interest Amount	NULL	NULL
Export Tax Statement	delq4_penalty	3737	15	Delinquent Year 4 Penalty Amount	NULL	NULL
Export Tax Statement	delq4_total	3752	15	Delinquent Year 4 Total Due	NULL	NULL
Export Tax Statement	total_due	3767	15	Total Due	NULL	NULL
Export Tax Statement	mailto_name	3782	70	Mail to Name	NULL	NULL
Export Tax Statement	mailto_addr_line1	3852	60	Mail to Address 1	NULL	NULL
Export Tax Statement	mailto_addr_line2	3912	60	Mail to Address 2	NULL	NULL
Export Tax Statement	mailto_addr_line3	3972	60	Mail to Address 3	NULL	NULL
Export Tax Statement	mailto_address_cs2	4032	90	Mail to Address CS2	NULL	NULL
Export Tax Statement	scanline	4122	72	OCR Scanline	NULL	NULL
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Export Tax Statement	voted_history_01_curr_tax	4241	15	Voted History 1 Current Tax	NULL	NULL
Export Tax Statement	voted_history_01_prev_rate	4256	14	Voted History 1 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_01_prev_tax	4270	15	Voted History 1 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_01_pct_change_rate	4285	15	Voted History 1 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_01_pct_change_tax	4300	15	Voted History 1 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_02_name	4315	33	Voted History 2	NULL	NULL
Export Tax Statement	voted_history_02_curr_rate	4348	14	Voted History 2 Current Rate	NULL	NULL
Export Tax Statement	voted_history_02_curr_tax	4362	15	Voted History 2 Current Tax	NULL	NULL
Export Tax Statement	voted_history_02_prev_rate	4377	14	Voted History 2 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_02_prev_tax	4391	15	Voted History 2 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_02_pct_change_rate	4406	15	Voted History 2 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_02_pct_change_tax	4421	15	Voted History 2 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_03_name	4436	33	Voted History 3	NULL	NULL
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Export Tax Statement	voted_history_03_prev_rate	4498	14	Voted History 3 Prior Rate	NULL	NULL
Export Tax Statement	voted_history_03_prev_tax	4512	15	Voted History 3 Prior Tax	NULL	NULL
Export Tax Statement	voted_history_03_pct_change_rate	4527	15	Voted History 3 Percent Change Rate	NULL	NULL
Export Tax Statement	voted_history_03_pct_change_tax	4542	15	Voted History 3 Percent Change Tax	NULL	NULL
Export Tax Statement	voted_history_04_name	4557	33	Voted History 4	NULL	NULL
Export Tax Statement	voted_history_04_curr_rate	4590	14	Voted History 4 Current Rate	NULL	NULL

Export Tax Statement	nonvoted_history_08_name	6251	33	Non-Voted History 8	NULL	NULL
Export Tax Statement	nonvoted_history_08_curr_rate	6284	14	Non-Voted History 8 Current Rate	NULL	NULL
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Export Tax Statement	comparison_voted_sum_prev_levy_rate	6614	14	Voted Total Prior Rate	NULL	NULL
Export Tax Statement	comparison_voted_sum_prev_taxes	6628	15	Voted Total Prior Taxes	NULL	NULL
Export Tax Statement	comparison_voted_sum_curr_levy_rate	6643	14	Voted Total Current Rate	NULL	NULL
Export Tax Statement	comparison_voted_sum_curr_taxes	6657	15	Voted Total Current Taxes	NULL	NULL
Export Tax Statement	comparison_voted_overall_pct_change_levy_rate	6672	15	Voted Overall Percent Change Rate	NULL	NULL
Export Tax Statement	comparison_voted_overall_pct_change_taxes	6687	15	Voted Overall Percent Change Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_prev_levy_rate	6702	14	Non-Voted Total Prior Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_prev_taxes	6716	15	Non-Voted Total Prior Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_curr_levy_rate	6731	14	Non-Voted Total Current Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_sum_curr_taxes	6745	15	Non-Voted Total Current Taxes	NULL	NULL
Export Tax Statement	comparison_nonvoted_overall_pct_change_levy_rate	6760	15	Non-Voted Overall Percent Change Rate	NULL	NULL
Export Tax Statement	comparison_nonvoted_overall_pct_change_taxes	6775	15	Non-Voted Overall Percent Change Taxes	NULL	NULL
Export Tax Statement	show_half_pay_line	6790	12	Show Half Pay Line Indicator	NULL	NULL
Export Tax Statement	geo_id	6802	50	GEO ID	NULL	NULL
Export Tax Statement	owner_id	6852	12	Owner ID	NULL	NULL
Export Tax Statement	delinquent_penalty_amount	6864	15	Total Delinquent Penalty Amount	NULL	NULL
Export Tax Statement	current_year_land_taxable	6879	14	Current Year Land taxable value	NULL	NULL
Export Tax Statement	current_year_imprv_taxable	6893	14	Current Year Imprv taxable value	NULL	NULL
Export Tax Statement	current_year_exmpt_amt	6907	14	Current Year Exemption amount	NULL	NULL
Export Tax Statement	current_year_exmpt_type_cd	6921	10	Current Year Exemption Code	NULL	NULL
Export Tax Statement	prior_year_land_taxable	6931	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_imprv_taxable	6945	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_exmpt_amt	6959	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_0_tax_amount	6973	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_0_interest	6987	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_0_penalty	7001	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_0_full_total_due	7015	14	Prior Year Value	NULL	NULL
Export Tax Statement	prior_year_1_tax_amount	7029	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_1_interest	7043	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_1_penalty	7057	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_1_full_total_due	7071	14	Prior Year Value	NULL	NULL
Export Tax Statement	prior_year_delq_tax_amount	7085	14	Prior Year Land taxable value	NULL	NULL
Export Tax Statement	prior_year_delq_interest	7099	14	Prior Year Imprv taxable value	NULL	NULL
Export Tax Statement	prior_year_delq_penalty	7113	14	Prior Year Exemption amount	NULL	NULL
Export Tax Statement	prior_year_delq_full_total_due	7127	14	Prior Year Value	NULL	NULL
Export Tax Statement	levy_0_description	7141	32	Levy Detail 1 Description	NULL	NULL
Export Tax Statement	levy_0_rate	7173	14	Levy Detail 1 Rate	NULL	NULL
Export Tax Statement	tax_0_amount	7187	14	Levy Detail 1 Tax Amount	NULL	NULL
Export Tax Statement	levy_1_description	7201	32	Levy Detail 2 Description	NULL	NULL
Export Tax Statement	levy_1_rate	7233	14	Levy Detail 2 Rate	NULL	NULL
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Export Tax Statement	levy_2_description	7261	32	Levy Detail 3 Description	NULL	NULL
Export Tax Statement	levy_2_rate	7293	14	Levy Detail 3 Rate	NULL	NULL
Export Tax Statement	tax_2_amount	7307	14	Levy Detail 3 Tax Amount	NULL	NULL
Export Tax Statement	levy_3_description	7321	32	Levy Detail 4 Description	NULL	NULL
Export Tax Statement	levy_3_rate	7353	14	Levy Detail 4 Rate	NULL	NULL
Export Tax Statement	tax_3_amount	7367	14	Levy Detail 4 Tax Amount	NULL	NULL
Export Tax Statement	levy_4_description	7381	32	Levy Detail 5 Description	NULL	NULL
Export Tax Statement	levy_4_rate	7413	14	Levy Detail 5 Rate	NULL	NULL
Export Tax Statement	tax_4_amount	7427	14	Levy Detail 5 Tax Amount	NULL	NULL
Export Tax Statement	levy_5_description	7441	32	Levy Detail 6 Description	NULL	NULL
Export Tax Statement	levy_5_rate	7473	14	Levy Detail 6 Rate	NULL	NULL
Export Tax Statement	tax_5_amount	7487	14	Levy Detail 6 Tax Amount	NULL	NULL
Export Tax Statement	levy_6_description	7501	32	Levy Detail 7 Description	NULL	NULL
Export Tax Statement	levy_6_rate	7533	14	Levy Detail 7 Rate	NULL	NULL
Export Tax Statement	tax_6_amount	7547	14	Levy Detail 7 Tax Amount	NULL	NULL
Export Tax Statement	levy_7_description	7561	32	Levy Detail 8 Description	NULL	NULL
Export Tax Statement	levy_7_rate	7593	14	Levy Detail 8 Rate	NULL	NULL
Export Tax Statement	tax_7_amount	7607	14	Levy Detail 8 Tax Amount	NULL	NULL
Export Tax Statement	levy_8_description	7621	32	Levy Detail 9 Description	NULL	NULL
Export Tax Statement	levy_8_rate	7653	14	Levy Detail 9 Rate	NULL	NULL
Export Tax Statement	tax_8_amount	7667	14	Levy Detail 9 Tax Amount	NULL	NULL
Export Tax Statement	levy_9_description	7681	32	Levy Detail 10 Description	NULL	NULL
Export Tax Statement	levy_9_rate	7713	14	Levy Detail 10 Rate	NULL	NULL
Export Tax Statement	tax_9_amount	7727	14	Levy Detail 10 Tax Amount	NULL	NULL
Export Tax Statement	levy_10_description	7741	32	Levy Detail 11 Description	NULL	NULL
Export Tax Statement	levy_10_rate	7773	14	Levy Detail 11 Rate	NULL	NULL
Export Tax Statement	tax_10_amount	7787	14	Levy Detail 11 Tax Amount	NULL	NULL
Export Tax Statement	levy_11_description	7801	32	Levy Detail 12 Description	NULL	NULL
Export Tax Statement	levy_11_rate	7833	14	Levy Detail 12 Rate	NULL	NULL
Export Tax Statement	tax_11_amount	7847	14	Levy Detail 12 Tax Amount	NULL	NULL
Export Tax Statement	levy_12_description	7861	32	Levy Detail 13 Description	NULL	NULL
Export Tax Statement	levy_12_rate	7893	14	Levy Detail 13 Rate	NULL	NULL
Export Tax Statement	tax_12_amount	7907	14	Levy Detail 13 Tax Amount	NULL	NULL
Export Tax Statement	levy_13_description	7921	32	Levy Detail 14 Description	NULL	NULL

Export Tax Statement	levy_13_rate	7953	14	Levy Detail 14 Rate	NULL	NULL
Export Tax Statement	tax_13_amount	7967	14	Levy Detail 14 Tax Amount	NULL	NULL
Export Tax Statement	levy_14_description	7981	32	Levy Detail 15 Description	NULL	NULL
Export Tax Statement	levy_14_rate	8013	14	Levy Detail 15 Rate	NULL	NULL
Export Tax Statement	tax_14_amount	8027	14	Levy Detail 15 Tax Amount	NULL	NULL
Export Tax Statement	levy_15_description	8041	32	Levy Detail 16 Description	NULL	NULL
Export Tax Statement	levy_15_rate	8073	14	Levy Detail 16 Rate	NULL	NULL
Export Tax Statement	tax_15_amount	8087	14	Levy Detail 16 Tax Amount	NULL	NULL
Export Tax Statement	levy_16_description	8101	32	Levy Detail 17 Description	NULL	NULL
Export Tax Statement	levy_16_rate	8133	14	Levy Detail 17 Rate	NULL	NULL
Export Tax Statement	tax_16_amount	8147	14	Levy Detail 17 Tax Amount	NULL	NULL
Export Tax Statement	levy_17_description	8161	32	Levy Detail 18 Description	NULL	NULL
Export Tax Statement	levy_17_rate	8193	14	Levy Detail 18 Rate	NULL	NULL
Export Tax Statement	tax_17_amount	8207	14	Levy Detail 18 Tax Amount	NULL	NULL
Export Tax Statement	levy_18_description	8221	32	Levy Detail 19 Description	NULL	NULL
Export Tax Statement	levy_18_rate	8253	14	Levy Detail 19 Rate	NULL	NULL
Export Tax Statement	tax_18_amount	8267	14	Levy Detail 19 Tax Amount	NULL	NULL
Export Tax Statement	levy_19_description	8281	32	Levy Detail 20 Description	NULL	NULL
Export Tax Statement	levy_19_rate	8313	14	Levy Detail 20 Rate	NULL	NULL
Export Tax Statement	tax_19_amount	8327	14	Levy Detail 20 Tax Amount	NULL	NULL
Export Tax Statement	levy_20_description	8341	32	Levy Detail 21 Description	NULL	NULL
Export Tax Statement	levy_20_rate	8373	14	Levy Detail 21 Rate	NULL	NULL
Export Tax Statement	tax_20_amount	8387	14	Levy Detail 21 Tax Amount	NULL	NULL
Export Tax Statement	levy_21_description	8401	32	Levy Detail 22 Description	NULL	NULL
Export Tax Statement	levy_21_rate	8433	14	Levy Detail 22 Rate	NULL	NULL
Export Tax Statement	tax_21_amount	8447	14	Levy Detail 22 Tax Amount	NULL	NULL
Export Tax Statement	levy_22_description	8461	32	Levy Detail 23 Description	NULL	NULL
Export Tax Statement	levy_22_rate	8493	14	Levy Detail 23 Rate	NULL	NULL
Export Tax Statement	tax_22_amount	8507	14	Levy Detail 23 Tax Amount	NULL	NULL
Export Tax Statement	levy_23_description	8521	32	Levy Detail 24 Description	NULL	NULL
Export Tax Statement	levy_23_rate	8553	14	Levy Detail 24 Rate	NULL	NULL
Export Tax Statement	tax_23_amount	8567	14	Levy Detail 24 Tax Amount	NULL	NULL
Export Tax Statement	levy_24_description	8581	32	Levy Detail 25 Description	NULL	NULL
Export Tax Statement	levy_24_rate	8613	14	Levy Detail 25 Rate	NULL	NULL
Export Tax Statement	tax_24_amount	8627	14	Levy Detail 25 Tax Amount	NULL	NULL
Export Tax Statement	levy_25_description	8641	32	Levy Detail 26 Description	NULL	NULL
Export Tax Statement	levy_25_rate	8673	14	Levy Detail 26 Rate	NULL	NULL
Export Tax Statement	tax_25_amount	8687	14	Levy Detail 26 Tax Amount	NULL	NULL
Export Tax Statement	levy_26_description	8701	32	Levy Detail 27 Description	NULL	NULL
Export Tax Statement	levy_26_rate	8733	14	Levy Detail 27 Rate	NULL	NULL
Export Tax Statement	tax_26_amount	8747	14	Levy Detail 27 Tax Amount	NULL	NULL
Export Tax Statement	levy_27_description	8761	32	Levy Detail 28 Description	NULL	NULL
Export Tax Statement	levy_27_rate	8793	14	Levy Detail 28 Rate	NULL	NULL
Export Tax Statement	tax_27_amount	8807	14	Levy Detail 28 Tax Amount	NULL	NULL
Export Tax Statement	levy_28_description	8821	32	Levy Detail 29 Description	NULL	NULL
Export Tax Statement	levy_28_rate	8853	14	Levy Detail 29 Rate	NULL	NULL
Export Tax Statement	tax_28_amount	8867	14	Levy Detail 29 Tax Amount	NULL	NULL
Export Tax Statement	levy_29_description	8881	32	Levy Detail 30 Description	NULL	NULL
Export Tax Statement	levy_29_rate	8913	14	Levy Detail 30 Rate	NULL	NULL
Export Tax Statement	tax_29_amount	8927	14	Levy Detail 30 Tax Amount	NULL	NULL
Export Tax Statement	gross_tax_amount	8941	15	Total Gross [Levy] Tax Amount	NULL	NULL
Export Tax Statement	exempt_tax_amount	8956	15	Total Exempt [Levy] Tax Amount	NULL	NULL
Export Tax Statement	net_tax_amount	8971	15	Total Net [Levy] Tax Amount	NULL	NULL
Export Tax Statement	scanline2	8986	72	OCR Scanline 2	NULL	NULL
Export Tax Statement	autopay_enrolled_status	9058	1	autopay_enrolled_status	NULL	NULL
Export Tax Statement	exempt_tax_amount	9059	15	Exempt Tax Amount	NULL	NULL
Export Tax Statement	mailto_addr_country	9074	50	Mail To Address Country	NULL	NULL
Export Tax Statement	is_additional_statement	9124	1	Additional Statement Flag	NULL	NULL

Scan line configuration

If there are delinquent taxes due, the OCR scanline will have 72 characters:

- Digit 1-10: property id
- Digit 11-20: statement id
- Digits 21-30: full year amount due
- Digits 31-40: half year amount due
- Digits 41-50: full amount due, 1st delinquent year
- Digits 51-60: full amount due, 2nd delinquent year
- Digits 61-70: full amount due, 3rd delinquent year plus a roll up of prior years
- Digit 71: check digit - modulus 11 method
- Digit 72: hard coded "9" to identify PACS

If no delinquent taxes are due, the OCR scanline will have 42 characters:

- Digit 1-10: property id
- Digit 11-20: statement id
- Digits 21-30: full year amount due
- Digits 31-40: half year amount due
- Digit 41: check digit - modulus 11 method
- Digit 42: hard coded "9" to identify PACS

Wausau Financial Systems Stub Design Recommendations

Stub Design Constraints:

The Itran transport accommodates documents ranging from 4.75" to 8.88" long and from 2.5" to 4.8" high. While there is no specific optimum dimension for a remittance stub, Wausau Financial recommends that a good size for a stub is 3.5" high by 7" long.

The physical characteristics of the paper also impact the effectiveness of document scanning. NCR's 7780 transports have been designed to accommodate document paper weights varying from 20 lb. to 100 lb. with thickness ranging from .003" to .0075". To maximize scanning effectiveness, the paper used for a new coupon should:

- Have a weight from 20 lb. to 24 lb.
- Have a thickness of .005"
- Have a smoothness of more than 200 Sheffield Flow Units
- Have a stiffness of 60 to 100 mg (Gurley)

Documents that utilize less than 20 lb. or in excess of 60 lb. paper may significantly increase the occurrence of jams during processing and decrease operational efficiency.

OCR Fonts Supported and Recommended Scanline Characteristics:

ImageRPS supports a wide variety of industry-standard OCR fonts, including:

- | | | |
|---------|------------------|---------------------|
| - OCRA | - OCRA Special | - OCRA Alphanumeric |
| - OCRB | - OCRB Special | - OCRB Alphanumeric |
| - E-13B | - Farrington B-7 | - 1402/1403M |
| - 1428 | - IBRO | |

ImageRPS allows up to three unique fonts to be accommodated per document.

In addition, ImageRPS with Software OCR is capable of being "trained" to read most machine printed numbers and characters that are non-OCR standard. This was done very successfully to support a specific application used to capture check re-order forms at a large customer of Wausau Financial Systems.

The location of the OCR line on the coupon is not restricted as long as it does not conflict with the edge of the document. However, the following should be considered when determining where to place OCR information:

- The background for OCR and all zones should be white. If not white, the background color should at least be consistent.
- The OCR line should be kept away from the edge of the document. The edge is often damaged by mail extraction equipment, handling and tearing which leads to inconsistent scanline reads.

ImageRPS supports all known check digit verification routines. Up to ten check digit routines may be accommodated on a single scanline.

Optional Intelligent Character Recognition (ICR) Recommendations for Stubs:

The following are guidelines recommended by Wausau Financial to optimize recognition in ICR constrained boxes:

1. Use as many constraints as possible
 - Use drop out boxes to dictate location and size of characters provided
 - Utilize drop out boxes if any information is written within .25" of data to be recognized, including constraints
 - Provide drop out boxes where any non-essential information, such as background, rules and graphics exist
2. Provide enough space to allow for well-formed characters
 - At a minimum, 0.20" wide and 0.22" high
 - Use well-defined field labels
 - Use field locators to that enable recognition to identify information location
 - Dollar signs and graphical symbols can be used as locators
 - Field locators must be scannable in ink
 - Field locators should be positioned at least 0.15" from the beginning of the data field

Drop out print in these areas will improve recognition, reduce image size, and speed image processing. Drop out ink should be highly reflective so there is little contrast between it and the paper, but high contrast between it and the scannable information printed on or near it. Yellows, oranges, greens and some browns make the best drop out colors when utilizing the NCR 7780 as the image capture device.

Mark Sense Detection Considerations

The ImageRPS application uses a user-definable pixel percentage for each mark sense box or zone to determine if an area has been checked or marked by a customer. The recognition system treats any additional data beyond the pixel percentage in zone as a positive response or hit. Therefore, the following should be considered when adding a mark sense area to a coupon:

- Consistency of the location of printed fields and white fields for Mark Sense Detection should be maximized across documents to minimize the opportunity for extraneous, pre-printed marks to exist in Mark Sense fields and maximize proper detection.
- Areas such as name and address check boxes, name and address change fields, credit card payment information, EFT authorizations, and other alternative fields should be located in consistent areas or zones across documents to minimize erroneous mark sense hits and maximize appropriate mark sense hits. Consistent location across documents also enables the system to identify the specific type of mark sense hit, allowing alternative and beneficial workflows to be initiated as the result of a hit.
- The white space within the box must be large enough to provide clear and accurate marks, with internal dimensions of at least 0.125".
- At least 0.25" space should be provided between boxes if more than one box is being used.
- Make sure enough white space is allowed to eliminate pre-printed information from being picked up by the system.

Clark County Treasurer 2016 1st Half Tax And Assessment

Exhibit D1



Internet Address: <http://www.clark.wa.gov/treasurer/index.html>
 Property Tax Questions: (360) 397-2252
 Property Value Questions: (360) 397-2391
 Facebook: www.facebook.com/ClarkWaTreasury
 Twitter: www.twitter.com/ClarkWaTreasury
 Property Type: Real
Property Account Number: 98283462



DOUG LASHER
CLARK COUNTY TREASURER
 1300 Franklin Street
 Vancouver, WA 98660

Tax Year	Values	%Change Values	Levy Rate
2015	353,616		13.3138985650
2016	370,379	4.74%	12.8566954529
Property Taxes Paid in 2015			4807.03
Interest and Penalty Paid in 2015			.00

122868*149**50***0.803**1/1*****AUTO**5-DIGIT 98666
 LASHER DOUGLAS & LASHER RODIE
 PO BOX 864
 VANCOUVER WA 98666-0864



Abbreviated Legal	Property Situs Address	Message
LAKEVIEW ESTATES-4 LOT 43 SUB 93	1601 NW 87TH CIR VANCOUVER WA 98665	
Tax Area: 037076		

Detailed information as to the breakdown of all taxes, assessments and fees for prior years is available at <http://www.clark.wa.gov/treasurer/index.html>

Voted Levy	Levy Rate	Taxes
FIRE DISTRICT 06	.3960167198	146.68
SD037 VANCOUVER SCHOOL	4.8468978386	1795.20
2016 Voted Levy and Taxes	5.2429145584	1941.88
Non Voted Levy	Levy Rate	Taxes
CLARK COUNTY	1.2752323713	472.33
CLARK COUNTY ROAD	1.7126453793	634.34
CONSERVATION FUTURES	.0506017597	18.74
FIRE DISTRICT 06	1.4999999992	555.57
FVR LIBRARY	.4479857881	165.92
GREATER CLARK PARKS DIST	.2132015006	78.97
PORT VANCOUVER	.3361029507	124.49
STATE SCHOOLS	2.0780111456	769.65
2016 Non Voted Levy and Taxes	7.6137808945	2820.01

Assessments and Fees	
CLEAN WATER PROGRAM	52.00
LIGHTING ASSESSMENT	43.22
MOSQUITO CONTROL	4.05
Assessments and Fees	99.27
Total Taxes, Assessments and Fees	4861.16
2016	

Tax Payment Options							
Mortgage Company	Pay	Due Date	Base Amount	Interest	Penalty	Total Due	
	2016 Full Tax	04/30/2016	4861.16	.00	.00	4861.16	
	2016 Half Tax	04/30/2016	2431.02	.00	.00	2431.02	
	Prior Years Delinquent		.00	.00	0.00	.00	

THIS COUPON MUST ACCOMPANY PAYMENT

Property Account Number: 98283462



2015-38479

Total Due If Paid By: April 30, 2016

1st

Years	Base Amount	Interest	Penalty	Total
2016	4861.16	.00	.00	4861.16
2015	.00	.00	.00	.00
2014	.00	.00	.00	.00
2013 & Prior	.00	.00	.00	.00

\$

2016 HALF DUE	TOTAL DUE
\$ 2,431.02	\$ 4,861.16

LASHER DOUGLAS & LASHER RODIE
 PO BOX 864
 VANCOUVER, WA 98666

Make checks payable to **CLARK COUNTY TREASURER'S OFFICE**

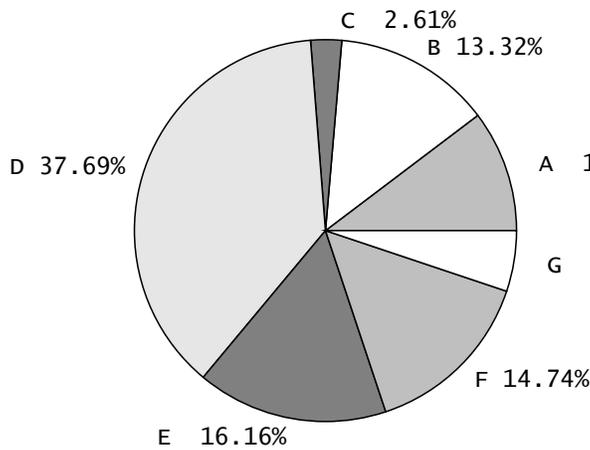
PO Box 9808
 Vancouver, WA 98666



Comparison of Tax History

Voted Levy	2015 Levy Rate	2015 Taxes	2016 Levy Rate	2016 Taxes	% Difference Levy Rate	% Difference Taxes
FIRE DISTRICT 06	.4172467311	147.55	.3960167198	146.68	-5.09	-.59
SD037 VANCOUVER SCHOOL	5.1205003586	1810.69	4.8468978386	1795.20	-5.34	-.86
2016 Voted Levy and Taxes	5.5377470897	1958.24	5.2429145584	1941.88	-5.32	-.84
Non Voted Levy	2015 Levy Rate	2015 Taxes	2016 Levy Rate	2016 Taxes	% Difference Levy Rate	% Difference Taxes
CLARK COUNTY	1.3474110065	476.47	1.2752323713	472.33	-5.36	-.87
CLARK COUNTY ROAD	1.8243978372	645.14	1.7126453793	634.34	-6.13	-1.67
CONSERVATION FUTURES	.0534617040	18.91	.0506017597	18.74	-5.35	-.90
FIRE DISTRICT 06	1.2698814039	449.05	1.4999999992	555.57	18.12	23.72
FVR LIBRARY	.4690399466	165.86	.4479857881	165.92	-4.49	.04
GREATER CLARK PARKS DIST	.2267500909	80.18	.2132015006	78.97	-5.98	-1.51
PORT VANCOUVER	.3607702275	127.58	.3361029507	124.49	-6.84	-2.42
STATE SCHOOLS	2.2244392587	786.60	2.0780111456	769.65	-6.58	-2.15
2016 Non Voted Levy and Taxes	7.7761514753	2749.79	7.6137808945	2820.01	-2.09	2.55

Senior Exemptions
EMS levies and Park & Recreation levies, such as Greater Clark Parks, are voter approved regular levies. Thus they should be considered as regular levies. Senior qualified properties are not exempted from paying these levies.



- DESCRIPTION**
- A Clark County
 - B County Roads
 - C Port Districts
 - D School Districts
 - E State
 - F Fire Districts
 - G Agencies

PAYMENT DATES: Property taxes are due and payable on or before April 30th. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30th with second half due on or before October 31st. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31st, except on PERSONAL PROPERTY – NO HALF PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30TH. (RCW84.56.020)

Interest charged is 12% per annum computed on a monthly basis on the full year amount of tax unpaid from the date of delinquency until paid. A penalty of 3% of the full year amount of tax unpaid shall be assessed on the tax delinquent on June 1st of the year in which the tax is due. An additional penalty of 8% shall be assessed on the amount of tax delinquent on December 1st of the year in which the tax is due (RCW84.56.020).

FORECLOSURE: Real property with taxes that are three (3) or more years delinquent is subject to foreclosure. To redeem the property after foreclosure proceedings begin, all years taxes, interest, penalties, and foreclosure costs must be paid (RCW 84.64).

DISTRAINT (Seizure): Personal Property is immediately subject to distraint when taxes become delinquent (RCW84.56.070, RCW84.56.090). **Current year Personal Property Tax is based on the value of property as of January 1st of the prior year. When property is sold, disposed of, or removed from the county, all taxes, delinquent and current, including the next year's tax, must be paid (RCW84.56.090).**

PAYMENT DATES: Property taxes are due and payable on or before April 30th. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30th with second half due on or before October 31st. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31st, except on PERSONAL PROPERTY – NO HALF PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30TH. (RCW84.56.020)

ADDRESS CHANGE FORM

Name _____

Street _____

City _____ State _____ Zip _____

Business has relocated

Change of mailing address only Phone _____

Clark County Treasurer 2015 2nd Half Tax And Assessment

Internet Address: <http://www.clark.wa.gov/treasurer/index.html>
 Property Tax Questions: (360) 397-2252
 Property Value Questions: (360) 397-2391
 Facebook: <http://www.facebook.com/ClarkCoWaTreasurer>
 Twitter: https://twitter.com/#!/ClarkCoWa_Treas
 Property Type: Real



DOUG LASHER
CLARK COUNTY TREASURER
 1300 Franklin Street
 Vancouver, WA 98660

Property Account Number: 98283462

Tax Year	Values	%Change Values	Levy Rate
2014	320,946		14.4341131231
2015	353,616	10.18%	13.3138985650
Property Taxes Paid in 2014			4712.45
Interest and Penalty Paid in 2014			.00

130958*108**50***0.803**1/1*****AUTO**5-DIGIT 98666
 LASHER DOUGLAS & LASHER RODIE
 PO BOX 864
 VANCOUVER WA 98666-0864



Abbreviated Legal	Property Situs Address	Message
LAKEVIEW ESTATES-4 LOT 43 SUB 93	1601 NW 87TH CIR VANCOUVER WA 98665	
Tax Area: 037076		

Detailed information as to the breakdown of all taxes, assessments and fees for prior years is available at <http://www.clark.wa.gov/treasurer/index.html>

Voted Levy	Levy Rate	Taxes
FIRE DISTRICT 06	.4172467311	147.55
SD037 VANCOUVER SCHOOL	5.1205003586	1810.69
2015 Voted Levy and Taxes	5.5377470897	1958.24
Non Voted Levy	Levy Rate	Taxes
CLARK COUNTY	1.3474110065	476.47
CLARK COUNTY ROAD	1.8243978372	645.14
CONSERVATION FUTURES	.0534617040	18.91
FIRE DISTRICT 06	1.2698814039	449.05
FVR LIBRARY	.4690399466	165.86
GREATER CLARK PARKS DIST	.2267500909	80.18
PORT VANCOUVER	.3607702275	127.58
STATE SCHOOLS	2.2244392587	786.60
2015 Non Voted Levy and Taxes	7.7761514753	2749.79

Assessments and Fees	
LIGHTING ASSESSMENT	43.22
CLEAN WATER PROGRAM	52.00
MOSQUITO CONTROL	3.78
Assessments and Fees	99.00
Total Taxes, Assessments and Fees 2015	4807.03

Tax Payment Options							
Mortgage Company	Pay	Due Date	Base Amount	Interest	Penalty	Total Due	
	2015 Full Tax	10/31/2015	2403.10	.00	.00	2403.10	
	2015 Half Tax	10/31/2015	.00	.00	.00	.00	

THIS COUPON MUST ACCOMPANY PAYMENT

Property Account Number: 98283462



2014-38680

Total Due If Paid By: October 31, 2015 **2nd**

Years	Base Amount	Interest	Penalty	Total
2015	2403.10	.00	.00	2403.10
2014	.00	.00	.00	.00
2013	.00	.00	.00	.00
2012 & Prior	.00	.00	.00	.00

\$, , .

2015 HALF DUE	TOTAL DUE
\$ 0.00	\$ 2,403.10

LASHER DOUGLAS & LASHER RODIE
 PO BOX 864
 VANCOUVER, WA 98666

Make checks payable to **CLARK COUNTY TREASURER'S OFFICE**

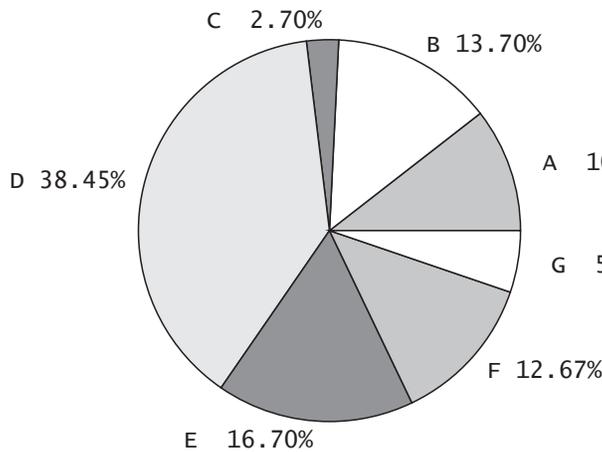
PO Box 9808
 Vancouver, WA 98666



Comparison of Tax History

Voted Levy	2014 Levy Rate	2014 Taxes	2015 Levy Rate	2015 Taxes	% Difference Levy Rate	% Difference Taxes
FIRE DISTRICT 06	.4465907803	143.33	.4172467311	147.55	-6.57	2.94
SD037 VANCOUVER SCHOOL	5.6245094985	1805.16	5.1205003586	1810.69	-8.96	.31
2015 Voted Levy and Taxes	6.0711002788	1948.49	5.5377470897	1958.24	-8.79	.50
Non Voted Levy	2014 Levy Rate	2014 Taxes	2015 Levy Rate	2015 Taxes	% Difference Levy Rate	% Difference Taxes
CLARK COUNTY	1.4649895167	470.18	1.3474110065	476.47	-8.03	1.34
CLARK COUNTY ROAD	1.9873577203	637.83	1.8243978372	645.14	-8.20	1.15
CONSERVATION FUTURES	.0581223568	18.65	.0534617040	18.91	-8.02	1.39
FIRE DISTRICT 06	1.3589444959	436.15	1.2698814039	449.05	-6.55	2.96
FVR LIBRARY	.4997039223	160.38	.4690399466	165.86	-6.14	3.42
GREATER CLARK PARKS DIST	.2471118074	79.31	.2267500909	80.18	-8.24	1.10
PORT VANCOUVER	.3996878491	128.28	.3607702275	127.58	-9.74	-.55
STATE SCHOOLS	2.3470951758	753.29	2.2244392587	786.60	-5.23	4.42
2015 Non Voted Levy and Taxes	8.3630128443	2684.07	7.7761514753	2749.79	-7.02	2.45

Senior Exemptions
EMS levies and Park & Recreation levies, such as Greater Clark Parks, are voter approved regular levies. Thus they should be considered as regular levies. Senior qualified properties are not exempted from paying these levies.



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- A Clark County
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PAYMENT DATES: Property taxes are due and payable on or before April 30th. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30th with second half due on or before October 31st. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31st, except on PERSONAL PROPERTY – NO HALF PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30TH. (RCW84.56.020)

Interest charged is 12% per annum computed on a monthly basis on the full amount of tax unpaid from the date of delinquency until paid. A penalty of 3% of the full year amount of tax unpaid shall be assessed on the tax delinquent on June 1st of the year in which the tax is due. An additional penalty of 8% shall be assessed on the amount of tax delinquent on December 1st of the year in which the tax is due (RCW84.56.020).

FORECLOSURE: Real property with taxes that are three (3) or more years delinquent is subject to foreclosure. To redeem the property after foreclosure proceedings begin, all taxes, interest, penalties, and foreclosure costs must be paid (RCW 84.64).

DISTRAINT (Seizure): Personal Property is immediately subject to distraint when taxes become delinquent (RCW84.56.070, RCW84.56.090). **Current year Personal Property Tax is based on the value of property as of January 1st of the prior year. When property is sold, disposed of, or removed from the county, all taxes, delinquent and current, including the next year's tax, must be paid (RCW84.56.090).**

PAYMENT DATES: Property taxes are due and payable on or before April 30th. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30th with second half due on or before October 31st. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31st, except on PERSONAL PROPERTY – NO INSTALLMENT PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30TH. (RCW84.56.020)

ADDRESS CHANGE FORM

v11 8/21/15

Name _____

Street _____

City _____ State _____ Zip _____

Business has relocated

Change of mailing address only Phone _____

Note: Owner name changes require appropriate legal documentation, do not use this form.

\$, , .

PAYMENT DATES: Property taxes are due and payable on or before April 30th. If the total tax amount is \$50.00 or more, the half payment indicated may be paid by April 30th with second half due on or before October 31st. If property taxes are paid after the due date, the payment must include all accrued interest and penalty due at the time payment is made. A half payment including accrued interest and penalty may be made through October 31st, except on PERSONAL PROPERTY – NO HALF PAYMENT CAN BE ACCEPTED ON CURRENT YEAR PERSONAL PROPERTY TAX AFTER APRIL 30TH. (RCW84.56.020)

Interest charged is 12% per annum computed on a monthly basis on the full year amount of tax unpaid from the date of delinquency until paid. A penalty of 3% of the full year amount of tax unpaid shall be assessed on the tax delinquent on June 1st of the year in which the tax is due. An additional penalty of 8% shall be assessed on the amount of tax delinquent on December 1st of the year in which the tax is due (RCW84.56.020).

FORECLOSURE: Real property with taxes that are three (3) or more years delinquent is subject to foreclosure. To redeem the property after foreclosure proceedings begin, all years taxes, interest, penalties, and foreclosure costs must be paid (RCW 84.64).

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ADDRESS CHANGE FORM

Name _____		
Street _____		
City _____	State _____	Zip _____
<input type="checkbox"/> Business has relocated		
<input type="checkbox"/> Change of mailing address only		Phone _____
<i>*Name changes can only be made with appropriate legal documentation</i>		

Comparison of Tax History

Voted Levy	2015 Levy Rate	2015 Taxes	2016 Levy Rate	2016 Taxes	% Change Levy Rate	% Change Taxes
SD119 BATTLE GR SCHOOL	4.7002426449	1,079.51	4.4818016370	1,088.14	-4.65%	0.80%
2016 Voted Levy & Taxes	4.7002426449	1,079.51	4.4818016370	1,088.14	-4.65%	0.80%
Non Voted Levy	2015 Levy Rate	2015 Taxes	2016 Levy Rate	2016 Taxes	% Change Levy Rate	% Change Taxes
STATE SCHOOLS	2.2244392587	510.89	2.0780111456	504.52	-6.58%	-1.25%
CITY BATTLE GROUND	1.8297479403	420.24	1.7472732810	424.22	-4.51%	0.95%
CLARK COUNTY	1.3474110065	309.45	1.2752323713	309.62	-5.36%	0.05%
CEMETERY 6	0.0367958551	8.45	0.0349988345	8.50	-4.88%	0.59%
CONSERVATION FUTURES	0.0534617040	12.27	0.0506017597	12.28	-5.35%	0.08%
FVR LIBRARY	0.4690399466	107.72	0.4479857881	108.76	-4.49%	0.97%
2016 Non Voted Levy & Taxes	5.9608957112	1,369.02	5.6341031802	1,367.90	-5.48%	-0.08%

Bill Form Specifications

8 ½" x 11"
Cut Stock 11" on long grain
Thermal Inks, (no OCR)
MOCR White 17.5, 24# Stock
Laser Perf Position 3 2/3" from bottom
Perf is 40 (cut/inch), minimum 12 ½ lbs./inch
Weight from 20lb to 24lb
Thickness of .005"
Smoothness of more than 200 Sheffield Flow Units
Stiffness of 60 to 100mg (Gurley)

DROP OUT Ink for ICR Boxes (NON READ INK)
With a percentage of screening (30-40%)
J31858

Envelope Specifications

Size 9, 24 lb. recycled white wove paper
Web construction with double glued side seams

Fonts-OCR A
Minimum of 14" white space (clear space) around scanline. ½" recommended.
Maintain white space or clear space on backside of form
The OCR Scanline should be kept away from the edge of the document. The edge is often damaged by mail extraction equipment.



PAPER SPECIFICATIONS FOR AUTOMATED EXTRACTION 2006

ENVELOPE SPECIFICATIONS

Model	Min Length	Max Length	Min Height	Max Height	Notes
EAGLE	6.00	9.50	3.50	4.40	Shorter envelopes preferred for speed
System 150	6.00	9.50	3.50	4.40	Shorter envelopes preferred for speed
MPE 7.5	6.00	9.50	3.50	6.40	1. Shorter envelopes preferred for speed 2. Variable Height requires operator adjustment.
MPE 5.0 (standard)	6.00	9.50	3.50	4.375	Shorter envelopes preferred for speed
MPE 5.0 (tall machine)	6.00	9.50	4.50	5.75	Shorter envelopes preferred for speed
MPS 40	5.00	11.50	3.50	6.40	
MPS 30	5.00	11.50	3.50	6.12	
Model 60	5.50	9.50	3.50	5.50	
Model 51	5.00	11.50	3.50	6.375	
Model 50	5.00	10.50	3.50	5.00	
IQ Sort	6.00	9.00	2.75	4.25	
AS 3600	3.50	14.00	2.00	8.50	Up to 1/16" thickness
AS 3690	3.50	14.00	2.00	8.50	Up to 1/16" thickness
Mini Mill	3.50	12.00	3.50	9.00	No cardboard flats – thickness up to 1/4"
2100	3.50	12.00	3.50	9.00	Will open FedEx up to 1/4"
206	6.00	13.50	Variable Height		Up to 1/2" Thickness
EV-2	6.00	9.50	Variable Height		Up to 1/4" Thickness

* All dimensions are in inches.

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305 Commerce Drive • Moorestown, NJ 08057-4253 USA
Phone 856.727.1100 • Fax 856.727.1955

Paper Properties:

I. Stiffness

High stiffness is always desirable. Basis weight may vary slightly from the values below if stiffness is maintained.

II. Paper Basis Weight

Uncoated White Wove:	20# minimum
Coated White Wove:	70# minimum, matte finish preferred
Recycled:	24# minimum (request testing for lighter weights)

III. Thickness

All envelopes to be run together as a single job must be of the same design and overall thickness. Envelope thickness variations exceeding .001" will degrade the quality of the extractor's thickness outsourcing. Although worst case paper thickness tolerances within the paper manufacturing industry allow greater variation than specified above, field experience has proven that real life variations can be maintained as specified by high quality vendors.

Single paper supply sourcing is highly recommended for each envelope size or style used.

IV. Finish

Extremes of smoothness and coarseness should be avoided. Very smooth (highly calendered) envelopes may be slippery or retain ink poorly. Very coarse (toothy) envelopes are difficult to feed and stack.

V. Porosity

Low paper porosity is preferred. Failed extractions due to "bleed through" will be reduced as the porosity is decreased.

VI. Color

Image-based functions rely on print contrast against the paper. For this reason, dark colored paper should be avoided if image functions (Postnet Bar Code read, Change of Address, Mark Sense, Bent Corner detection) are desired.

Printing on the envelope

1. Heavy printing under the glue line of the envelope flap will prevent the glue from adhering properly. If the flap or back seams are not fully sealed, an increase in paper jams and other serious extraction problems will occur.
2. Heavy printing, particularly on high gloss coated papers, will cause ink to transfer to paper handling components and increase down time for maintenance of those items.
3. Printing on the corners of the envelope will prevent optical detection of folded corners and should be avoided to optimize performance.

ENVELOPE CONSTRUCTION

General Construction

Envelope designs that result in damage from Post Office handling (torn windows or flaps, crumpled, previously opened etc.) will create problems for automated extraction equipment. The contact area of the envelope with the extraction mechanism must be structurally sound after cutting. The envelope sides must be connected securely to the contact area.

Trapping of contents

Side seam envelope constructions may allow checks to become trapped under side seams, which may result in failed extractions. While these failed extractions may not cause the machine to jam, they will significantly increase manual processing of “reunites.” The following are ways to minimize or eliminate the possibility of contents being trapped.

1. Shorten the length:

If the envelope is short enough to prevent a 6” personal check from being inserted under the side seam, the problem is eliminated. This can be accomplished by either shortening the envelope or increasing the width of the side seam. (Side seam widths over 1” are not recommended, however, and the seam flap must be securely glued not more than 1/8” from its inside edge.)

2. Use a Back Window:

Checks cannot be trapped under the flaps of a side seam envelope if the window is placed on the back of the envelope. The return document, correctly inserted by the customer, shields the check from the side seams.

3. Use a Diagonal Seam Construction:

Checks cannot be trapped under the flaps when the envelope is constructed using the diagonal seam design.

4. Secure the Side Seams:

Specify that the side seams be **securely glued within 1/8” from the inside edge** of the seam. A double glue line rather than a wide glue line may be required to accurately secure the outside of the seam at the same time.

Glue

Exposed glue on the inside of the envelope is unacceptable. Special attention should be paid to the glue on the flap. Even when poorly closed, the glue should not be exposed on the inside of the envelope. Flaps and windows should be glued securely and as near to their edges as possible without exposing glue inside the envelope.

Fold Quality

Folds should be adjusted such that the corners are perfect or open. Over-folded corners (ears) will require that the cut depth be increased to ensure complete opening.

Throat

A tapered throat is preferred to enable full customer insertion of the documents. This minimizes the probability of the customer’s documents being folded over with the glue flap.

Flap Length

EAGLE/System 150 / MPE 7.5

Long seal-flaps must fall at least 1/2" from the bottom edge of the envelope.

System 100

Long seal-flaps must fall at least 2" from the bottom edge of the envelope.

MPE 5.0

Long seal-flaps must fall at least 3/4" from the bottom edge of the envelope.

Bangtail (advertising flap)

Bangtails can be accommodated, but should be designed to encourage easy removal. Attached bangtails sometimes cause misfeeds and will always result in reunites or other exceptions which must be handled manually.

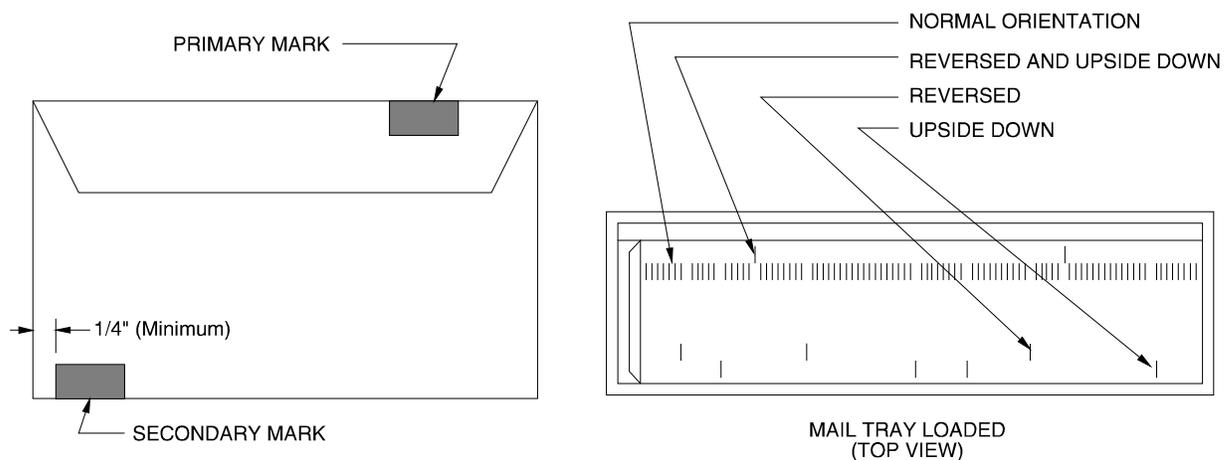
Static Electricity

Control of static during the manufacture and insertion of envelopes, particularly those with covered windows, is recommended.

Laser printed documents should be discharged after printing.

Orientation Marks

Orientation marks on the edges of envelopes are highly recommended to assist in confirming orientation during mail preparation. Misoriented input will cause either output rejects or misoriented documents in the output. A very effective dual orientation mark system is shown below that highlights all misorientations while the mail is still in the tray or on the feed conveyor.



Windows and Window Location

While virtually any windowed envelope can be made to run on automated equipment, optimum performance is achieved by proper window placement and construction. Improper placement of the envelope window can severely degrade the performance of high speed automated extraction equipment. Two rules apply:

1. The opening mechanism (suction cup or friction) must not overlap uncovered windows.
2. The area (and closely adjacent areas) where the opening mechanism operates must be structurally intact and free of damage. A common problem of this type occurs when an uncovered window is located too near to the edge of the envelope and is torn by Post Office sorting equipment.

Uncovered Windows

The key elements for good performance using an uncovered window are size and location.

Window size should be minimized. Large uncovered windows create structural weaknesses and Postal damage due to “snagging” in the stackers.

The window location must conform to the requirements for the extraction machine used to process the mail. (See diagrams on the next page.)

Tip: If the return address can be printed on the envelope and only the Company name shows through the window, a small uncovered window can be used resulting in a cost effective high performance design.

Covered Windows

These are preferred when the window must be large or when the window location causes the problems mentioned above. The primary concern when using covered windows is the tendency for the covering material to develop and retain static electricity inside the envelope. If the window is in the extract area, this can cause contents to stick to the window and result in missed extractions (reunites). Reunites increase the customer's manual exception processing work.

Window patch material may not be located within 1/8” of any edge of the envelope to prevent slivers from being created during the cutting process.

Covering materials:

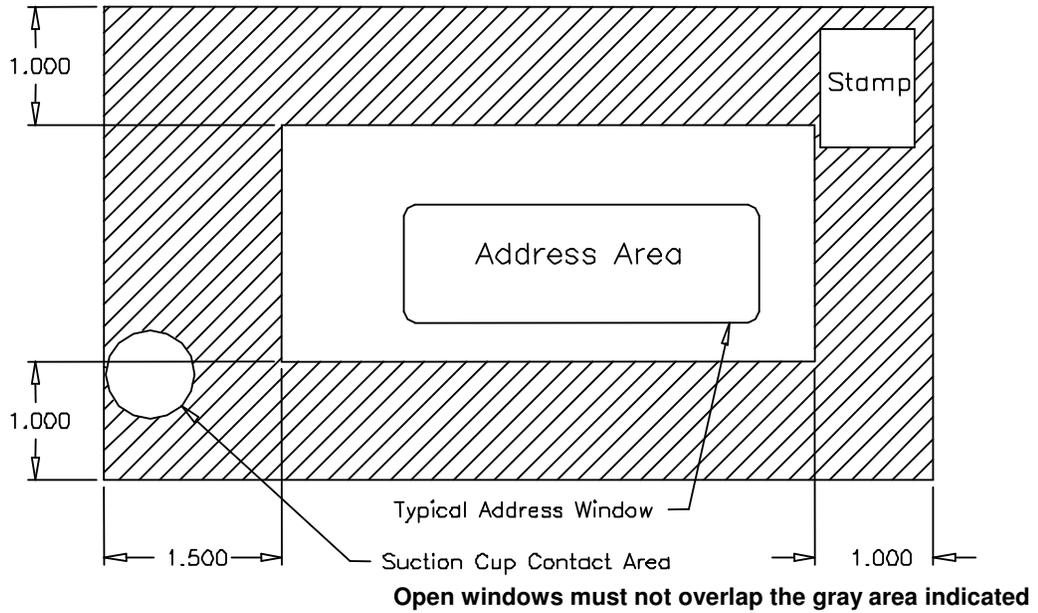
Glassine holds much less static electricity than plastic patches. However, it is somewhat opaque (it looks like waxed paper) and may sometimes present problems reading a barcode through the window.

Plastic patch material is very clear, but can hold a significant static electric charge.

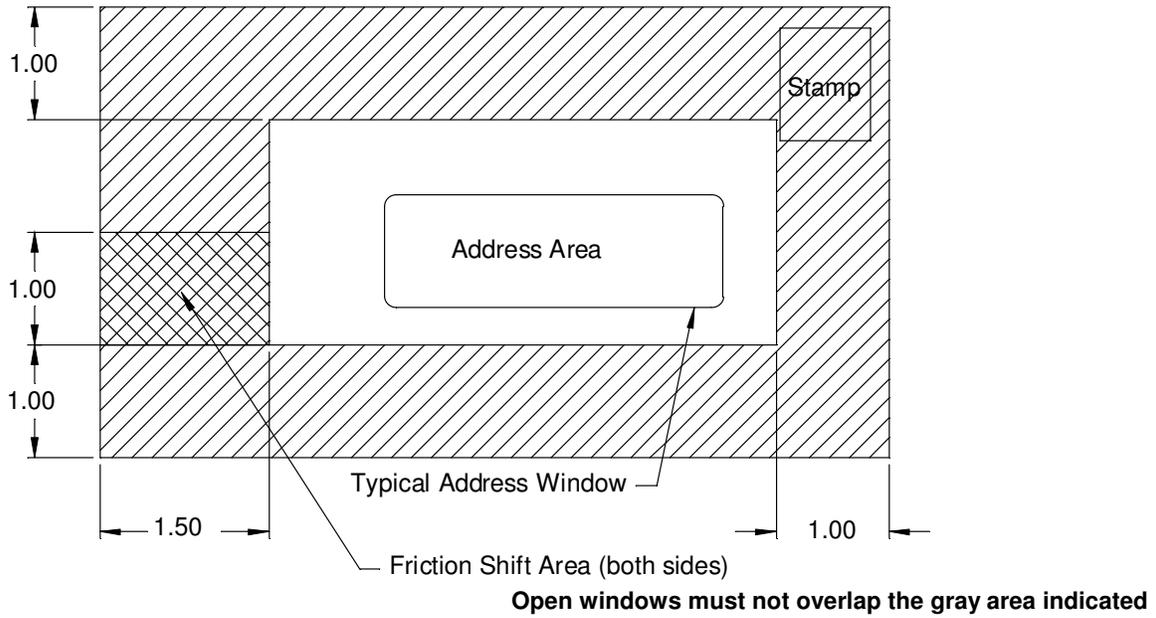
Diagrams:

Both covered and uncovered window envelopes can be processed at peak performance if the envelope windows are located according to the following specifications.

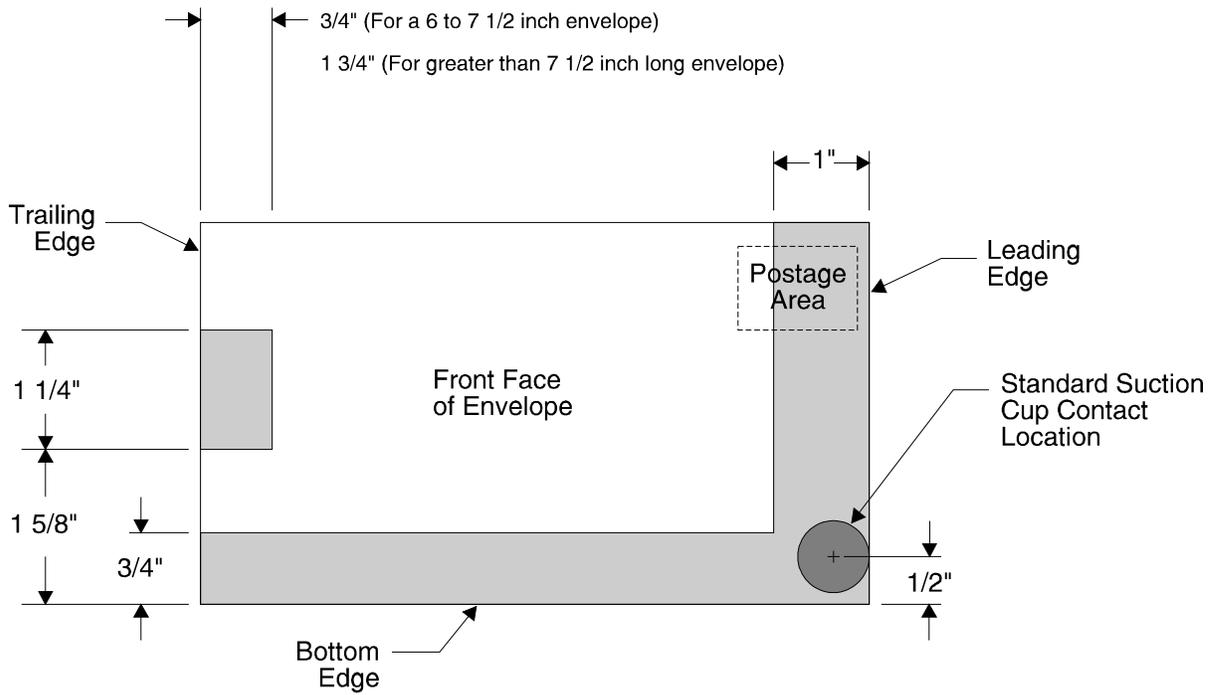
EAGLE/ System 150 / MPE 7.5 Window Placement Diagram



System 100 Window Placement Diagram



MPE 5.0 Window Placement Diagram



ALL DIMENSIONS ARE IN INCHES

OPEN WINDOWS MUST NOT OVERLAP
THE GRAY COLORED AREAS

RETURN DOCUMENT SPECIFICATIONS

Size

The return document should be sized for a comfortable fit within the return envelope. Recommended clearance is 1/8 inch all around. A fit which is too tight can cause folding and damage. A fit which is too loose requires a larger window.

A standard personal check is 6" x 2 3/4". The minimal length of an envelope for Eagle, System 150, MPE7.5 and MPE 5.0 is 6". With the recommended clearance of 1/8 inch on both sides, the minimal envelope size when processing checks is 6 1/4".

Paper Basis Weight

18 to 24 lb. preferred (high stiffness preferred)

Paper Thickness Variation:

All documents to be run together as a single "job" must be of the same size and thickness. Document thickness variations exceeding .0004" will degrade the quality of thickness outsourcing.

Miscellaneous

Holes in the document are not allowable.

Perforated edges should be minimized. When they are needed, a fine perforation is required to prevent sloppy torn edges. If an edge is perforated, the top edge is preferred.

Orientation Feature on the document:

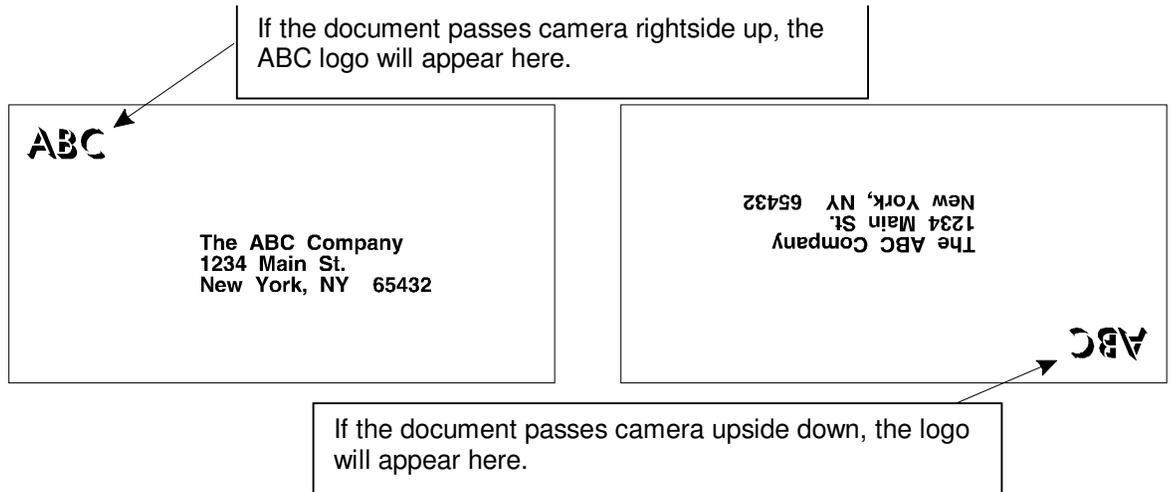
A cut upper corner on the document can be helpful because mis-oriented items stand out in a finished stack of work.

Document Orientation: Mark Sense

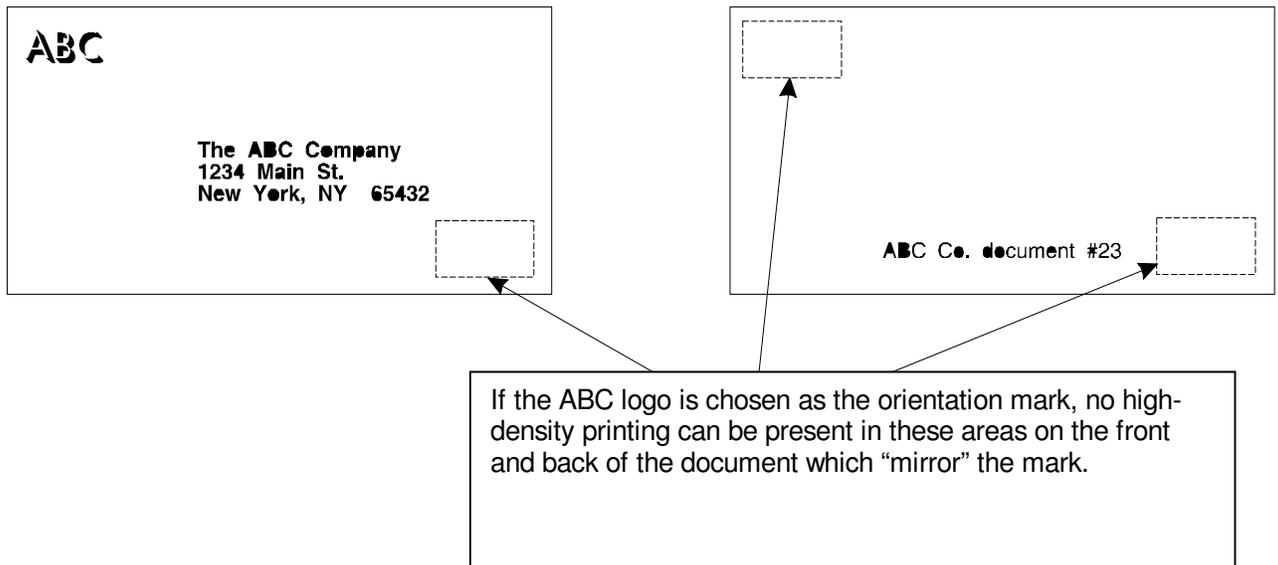
The Eagle, System 150, System 100, and MPE 7.5 are capable of determining the orientation of documents. This optional feature acquires images of both sides of the document and determines document orientation based on the location of characteristic marks. In order for a feature on a document to be used as an orientation mark, it must meet three requirements.

1. The mark must be recognizable to the scan system. A mark will be recognized by the scan system if there is a significant difference in contrast between the mark and the background area surrounding the mark.

- The orientation mark must not be located near the center of the document. A mark near the center of the document will provide no useful orientation information. An off-center mark will appear to change position when the document orientation is changed. On the sample document shown below, the ABC logo would satisfy requirement three. The example illustrates how the mark will appear to change position if the document is viewed right side up and upside down.



- An orientation mark must be chosen so that the areas on the document which "mirror" the mark do not contain any high density printing. The drawing on the next page illustrates this requirement.



Document Orientation by Barcode:

In addition to mark-based orientation outlined above, the System 150, EAGLE and MPE 7.5 can determine the orientation of a document **based on the presence of a PostNet Barcode**. This is particularly useful when the document has much data and little white space.

MICR: Magnetic Printing on Documents

Magnetic detection is used to determine the orientation of checks. Magnetic printing on documents can disable this function in some instances.

Documents processed by the EAGLE, System 150, System 100, MPE 7.5

Check orientation is determined after extraction, and each item is scanned individually. Therefore, some MICR on the document can be tolerated, if either the length of the document or its magnetic profile do not match those of a valid check. If a windowless envelope is being used, the document must not have Magnetic Printing.

Documents processed by the MPE 5.0, MPS-30 Sorter, MPS-40 Sorter

Check orientation is determined before extraction (through the envelope.) Therefore, no MICR on the document can be tolerated.

Exhibit H

Treasurer's Statement Calendar

Date	Process	Responsibility
Nov 15th - Dec 15th	Form, envelope, and flyer review art/update and finalization for production	Clark and Vendor collaboration
Dec 16th - Feb 5th	Forms, envelopes, flyers, other inserts printed	Vendor
Dec 16th - Jan 5th	NCOA	Clark and Vendor
Jan 10th - 15th	Statement Export Transmitted	Clark
Jan 16th - 25th	Data Proofs back to Clark	Vendor
Jan 20 - Feb 5th	Physical Proofs to Clark for Remit Test	Vendor
Feb 1st - Feb 6th	Final approval on electronic and physical	Clark
Feb 7th - Feb 12th	Print Statements	Vendor
Feb 8th - Feb 12th	Site Visit to review final product (to include seeing folded and stuffed samples)	Clark and Vendor
Feb 14th	Statements are at the post office for delivery/PDF images are delivered to Clark	Vendor
July 1st - July 25th	Form, envelope and flyer review art/update and finalization for production	Clark and Vendor collaboration
July 10th - Aug 15th	Forms, envelopes, flyers, other inserts printed	Vendor
Aug 15th - Aug 30th	NCOA process and return	Clark and Vendor
Aug 20th - Sep 1st	Data file to vendor	Clark
Sep 1st - Sep 5th	Test proof of data	Vendor
Sep 1st - Sep 5th	Physical Test at remit	Clark
Sep 5th - Sep 13th	Products printed	Vendor
Sep 5th - Sep 13th	Clark Site Visit	Clark
Sep 14th	Statements are at the post office for delivery/PDF images are delivered to Clark	Vendor

Exhibit J

Scope of Services

The Clark County Assessor's Office requires services to prepare, print and mail a Notice of Value annually to owners of Real and Personal Property, and Rendition notices for Personal Property in Clark County.

NOTICE OF VALUE

Notices of Value (NOV) are typically mailed in two batches. The first batch consisting of approximately 90% of the Real Property notifications occurs in the first week of June. The second batch consisting of approximately the remaining 10% of the notifications includes Real and 100% of the Personal Property Notices of Value and occurs generally in the first weeks of September. These time frames are subject to change (they may occur later) based on workload, staffing and printing lead time.

Each notice is printed by the vendor as a static form, and then data files are merged by the vendor and printed over those static forms.

We anticipate mailing approximately 175,000 Notices of Value in 2017.

INSERTS

In the Notice of Value mailing, the Assessor's Office may include more than one insert containing information specific to that year's property valuation. Each static insert will have unique distribution instructions; i.e., Assessor Report insert will go in all NOV's and Condo insert will only go in a select grouping of files.

RENDITION NOTICES

Personal Property sends Rendition notices in January of each year. The vendor will receive populated .PDF files which require address information updates. These files have varying page numbering depending on the account.

We anticipate mailing approximately 6,500 Rendition notices in 2017.

SPECIFICATIONS

The format and content of the Notice of Value for Real Property is different from the format and content of the Notice of Value for Business Personal Property. The vendor will assist with the preparation, printing and mailing of both notifications.

- Each Notice of Value contains static text and data specific to the property such as ownership, mailing address, location, property description, and value information. *See appendix J for sample.*

- Annually the Assessor's Office will provide the information for the static text in a MS Word or .PDF document. The digital file containing property specific data is produced by the same software used by the Clark County Treasurer's Office. *See appendix J for sample.*

The selected vendor will work with Clark County the Assessor's Office appraisal software vendor, and the County personnel to establish data transfer protocols. The mailing vendor is responsible for all modifications of their own software to accommodate the Assessor's Office data.

Beginning in 2017 the vendor shall make available to the Assessor's Office the same preparation, printing and mailing services as the Clark County Treasurer's Office under the general categories outlined below.

- Review and test data transfer procedures and protocols to verify accuracy and completeness of data transfer
- Prepare and submit for approval multiple proofs of all printed materials
- Print Clark County variable Notice of Value and Rendition forms
- Sort Notice of Value forms to maximize mailing efficiencies and minimize postage
- Check addresses for validity and conformance to postal standards
 - Run NCOA before the mailing as well as the USPS standard at the mailing creation
 - Deliver the NCOA file in .CSV format, *see appendix J for sample.*
- Must mail Notice of Value forms on the date printed on the Notice of Value
- Letter fold and insert print materials into #10 special window envelopes
- Group multiple statements in a single envelope where customer name and address are identical
- Seal and meter, package and tray, and take to post office with all necessary paperwork to mail at barcoded automated rates

XI. Other Services

It is the county's intent to use the same vendor selected through this RFP process to provide preparation, printing and mailing services for the Clark County Assessor's Office. The same costs, conditions, and rates supplied by the vendor and secured by the Treasurer's Office shall be made available; however, where the services are substantially different than those of the Treasurer, separate rates and unit costs may be proposed as an addendum to the vendor's response to this RFP.

Please Note:

The selection of the vendor will be based solely on the needs and selection criteria of the Treasurer's Office. Should the selected vendor be unable to provide the additional services needed by the Assessor's Office the County reserves the right to issue a separate Request for Proposals.

A general description of the preparation, printing and mailing needs of the Assessor's Office is included in Appendix J.

NOTICE OF VALUE

(Please notify us if your property or mailing address is incorrect.)	

PLEASE READ REVERSE SIDE FOR INFORMATION REGARDING YOUR PROPERTY ADDRESS AND IMPORTANT TAX RELIEF PROGRAMS.



ASSESSOR'S OFFICE
 PO Box 5000
 Vancouver, WA 98666-5000
WWW.CLARK.WA.GOV/ASSESSOR

THE PROPERTY IDENTIFICATION NUMBER LISTED ABOVE CORRESPONDS WITH YOUR TAX STATEMENT(S).

Description	Previous Value	New Value
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.		
2. VALUATION OF REAL PROPERTY IN THE CURRENT USE OR DESIGNATED FOREST LAND PROGRAM. As an owner of approved Current Use (farm and agriculture, open space, or timber land) or Designated Forest Land, you have signed an agreement with the county whereby a portion of your property taxes are deferred in exchange for having the use of the property remain as agreed.		
3. VALUATION OF REAL PROPERTY IN THE SENIOR CITIZENS AND DISABLED PERSON'S EXEMPTION PROGRAM. The value of your residence and up to one acre of land (and up to five acres if zoning requires it) has been frozen as of January 1 of the application year. We will continue to establish the market value of your property.		
4. SENIOR OR DISABLED PERSON'S QUALIFYING INCOME INDICATING REDUCTION OF FROZEN * 35% or \$50,000, whichever is greater not to exceed \$70,000; **60% or \$60,000, whichever is greater Reduction of Frozen Frozen Taxable		
TOTAL BASE FOR REAL PROPERTY TAXES		

v14.4/25/16

The Assessor is required to appraise all real property at 100% of its true and fair market value, according to highest and best use of the property. Fair market value is the amount that a willing and unobligated buyer is willing to pay a willing and unobligated seller. The new value represents market value as of January 1, 2016, based on market evidence from sales typically occurring in 2015.

If you believe the new value is incorrect compared to your estimate of market value as of January 1, 2016, call the Assessor's Office between 9:00 AM and 5:00 PM M-F at (360) 397-2391.

Appeal Process: To preserve your appeal rights or to appeal your value, a petition form **MUST** be filed with the Board of Equalization (BOE) within 60 days of the date this notice was mailed. Call the BOE at (360) 397- 2337 for further information or to request a form by mail. Forms are also available at www.clark.wa.gov/general-services/board-of-equalization.

Please visit our web site at www.clark.wa.gov/assessor. You will find information about Washington state tax relief programs, real and personal property, appraisals, news and links to other sites that may be of assistance to you.

Tax Relief Information

v14 4/28/16

Senior Citizen OR Disabled Person's Exemption Program: Under this program, the value of your residence is frozen for property tax purposes, and you become exempt from some levies which may result in a reduction in your property taxes. The exemption is available for your primary residence and one acre of land. Up to five acres of land may be eligible, if local zoning and land use regulations require more than one acre of land per residence in the area where you live.

To be eligible, you must:

- Have an annual household disposable income of not more than \$40,000.
- Be at least 61 years old on December 31, of the application year, or unable to work because of a disability, or a veteran with a 100 percent service connected disability.
- Own the home for which the exemption is claimed in total (fee owner), as a life estate (including a lease for life), or by contract purchase.
- Live in the home as your primary residence. (A vacation home does not qualify.)

Once qualified, you must renew your application every four years. Any change in qualifying circumstances must be reported at the time they occur.

For an application and brochure for the program, or if you have questions, contact the Assessor's Office at (360) 397-2391 or at TaxReduction@clark.wa.gov.

You may also obtain a copy of the application from our website at <http://www.clark.wa.gov/sites/all/files/assessor/documents/SnrDsbExemptAppJAN2016.pdf>

30% Homeowner's Exemption: All owners of detached, single family dwellings (including manufactured homes) may be eligible for relief from tax increases caused by major additions or remodels. Claims for the exemption must be filed with the Assessor's Office before construction is completed. Application forms for the exemption may be found at www.clark.wa.gov/assessor/taxrelief.

Destroyed Property: Owners of real or personal property destroyed in whole or in part prior to December 31 may be eligible for a prorated reduction in taxes. To receive the prorated reduction in taxes, a Destroyed Property claim must be filed with the Assessor's Office.

Current Use Assessment Information: The Open Space Taxation Act allows property owners to apply to have their open space, farm and agricultural, and timber lands valued at their "current use," rather than their "highest and best use." When the application is approved, an agreement with the county is signed whereby a portion of the property taxes is deferred (not reduced or exempted) in exchange for having the use of the property remain as agreed.

The intent of the Act is to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the state and its citizens. Applications for agricultural or certain forest land classifications must be submitted to the Assessor's Office. For more information, e-mail us at Current.Use@clark.wa.gov.

Deferral of Taxes: The Senior Citizen and Disabled Person's Property Tax **Deferral** program postpones payment of your property taxes and special assessments. You must be age 60 or older by December 31 or unable to be gainfully employed due to a disability, and your disposable income must be \$45,000 or less.

Limited Income Deferral Program: If your disposable income is \$57,000 or less; this program postpones payment of a portion of your property taxes and special assessments. You must pay first-half taxes to receive the deferral of all or a portion of the second-half taxes.

Under both programs, the state pays the deferred amount on your behalf. That amount, plus interest, becomes a lien on your property until the total amount is repaid. For more information, please call us at (360) 397-2391 or visit our web site at www.clark.wa.gov/assessor/tax-relief.

A word about your property address: In the top portion of the front page of this notice, the property address is shown in the box below the legal description. This is the physical address, as listed in our records, for the corresponding property identification number shown at the top portion of the notice. Please note that the property identification number is the primary identifier of your property and takes precedence over the physical property address. If more than one property address has been assigned to your property, as in the case of a duplex, only one address will be shown.

Senior Citizen OR Disabled Person's Exemption Code Table (from box 4, front of notice)
Income Qualifications

Code

0% \$35,001 to \$40,000: Exempt from all voter approved excess levies.

35% \$30,001 to \$35,000: Exempt from all voter approved excess levies, AND exempt from regular levies for \$50,000 or 35% of the assessed value, whichever is greater, not to exceed \$70,000 of assessed value.

60% \$30,000 or less: Exempt from all voter approved excess levies, AND exempt from regular levies on the first \$60,000 or 60% of assessed value, whichever is greater.

If blank, there is no Senior Citizen or Disabled Person's exemption.

BUSINESS PERSONAL PROPERTY SAMPLE PAGE 1 OF 2

NOTICE OF VALUE

(Please notify us if our record of your property or mailing address is incorrect.)	



CLARK COUNTY ASSESSOR
PO Box 5000
Vancouver, WA 98666-5000
WWW.CLARK.WA.GOV/ASSESSOR

THE PROPERTY IDENTIFICATION NUMBER LISTED ABOVE CORRESPONDS WITH YOUR TAX STATEMENT(S).

Description	Values
Total Value	
Value Exempt from Taxation	
Total Assessed Value	
The portion of the value that is State Farm Exempt Assets is:	
Penalty %:	

The Assessor is required to appraise all properties (both real and personal - per RCW 84.40.030) at 100% of their true and fair market value, according to the highest and best use of the property. Fair market value is the amount of compensation that a willing but unobligated buyer is willing to pay a willing but unobligated seller. The new value represents the market value as of January 1 of each assessment year.

If you have any questions about this notice, please contact the Clark County Assessor's Business Personal Property section, at (360) 397-2092 x4655, or by email at Personal.Property@clark.wa.gov. Please refer to this statement by the assigned property ID number located in the upper left hand corner.

For more information about Business Personal Property, please visit the Clark County Assessor's Business Personal Property website at www.clark.wa.gov/assessor/business-personal-property.

Appeal Process: To preserve your appeal rights or to appeal the valuation, a petition form MUST be filed with the Board of Equalization on or before the 1st day of July of the current assessment year or within 60 days of the date this notice was mailed, whichever is later. Call the BOE at (360) 397-2337 for further information or to request a form by mail. Appeal forms are also available at: www.clark.wa.gov/board-of-equalization.

BUSINESS PERSONAL PROPERTY SAMPLE BACK PAGE 2 OF 2

Frequently Asked Questions

Why are you sending this form to me? What is it?

- The form you received is a Notice of Value. The value or values displayed are the result of our department's summarized assessment of market value of personal property assets you or your company owned as of January 1, 2016 in Clark County.
- The summarized assessment is based on the Personal Property Rendition you returned to our Department listing the personal property assets you or your company owned as of January 1, 2015 in Clark County.
- Per RCW 84.40.030, the Assessor is required to value those assets each year at 100% market value.

How can I get a copy of the asset detail?

- You may request a copy of the asset detail listing by emailing our department's personal property mailbox at: Personal.Property@clark.wa.gov or faxing your written request to: (360) 759-6556. Please include the property ID number in all correspondence.

What is the tax (levy) rate on my personal property?

- The tax rate for personal property is the same rate levied on real property. The tax rate is based on where the personal property was located on January 1 of the assessment year.

When do I pay my Personal Property taxes?

- Tax bills are mailed by the Clark County Treasurer's office every February. Property tax payments are due by April 30 and October 31. The taxes are based on the prior year's assessment, and the taxes based on the value shown on this notice will be billed in February 2017. Please contact the Treasurer's Office at (360) 397-2252 for more information on tax bills and payments.

What do I need to do when I close, sell or move my business out of Clark County?

- Please contact our department at (360) 397- 2092 x4655 or Personal.Property@clark.wa.gov to inform us of the changes and request a final, advance tax bill.
- The 2016 assessment of your personal property results in a tax obligation (lien) for the 2017 tax year. RCW 84.56.120 states that all taxes must be paid prior to closing or selling your business, or moving the personal property out of Clark County.

Where can I find more information?

- You will find information about Washington State tax relief programs for real and personal property, appraisals, news and links to other sites that may be of assistance to you on our website at www.clark.wa.gov/assessor.



2016 Assessor's Report



Peter Van Nortwick
Assessor

"2015 saw further improvements in your Assessor's office. My team successfully incorporated tablets in their field process, which allows the appraiser more information at their finger tips while inspecting the properties within the county. This enables the appraisers to touch properties less, supporting the staff to operate at greater efficiency. Our team continues to look at new programs and hardware options to increase productivity and better serve the citizens of Clark County."

Cost Effective Service

In 2015, the office completed the first year of our two-year budget cycle. As reported last year we reduced our budget from the 2013-2014 budget by 2%. At the completion of the year, the office is on track spending approximately \$3.9 Million out of our budget of \$8.1 Million. We are facing challenges as new construction has increased significantly and the senior exemption income level was raised. Both of these actions have put additional work load on our office. As a result our office is in the process of filling vacant positions to insure the office remains on schedule.

Highest Lawful Levy

One of our frequently asked questions is, **"Why is the Assessor an elected position?"** The position of Assessor has many duties that serve the citizens and protect the tax payers. One of those duties is to set the highest lawful levy for the tax districts. The highest lawful levy is the highest amount of dollars that a tax district can collect from the tax payers. If a tax district requests more than the highest lawful levy, our office reduces the amount of property taxes collected to the highest lawful levy. Since the Assessor is responsible for insuring tax payers are not taxed more than they are legally entitled to be taxed, it is important that the Assessor does not report to any tax district **but to the citizens of the county.**

Contact Information

Assessor's Office (360) 397-2391

Public Records (360) 397-2092 x4846

Website: <http://www.clark.wa.gov/assessor>



Greg Kimsey, Auditor • Peter Van Nortwick, Assessor • Doug Lasher, Treasurer

Verify Your Property Online

Your assessed value is based upon the characteristics we have of your property with in our assessment system. To verify our characteristics of your property you can visit our Property Information Center (PIC) at:

<http://GIS.CLARK.WA.GOV/GISHOME/PROPERTY>

Our Joint Lobby, with staff cross-trained to perform the tasks of the Assessor, Auditor, and Treasurer's Offices, allows us to provide the citizens of Clark County with better service at less cost.

If you find any significant discrepancies in our records, please contact our office.

Income Levels Raised for Senior and Disabled Property Tax Assistance Programs

If you're a senior citizen or disabled person with your primary residence in Washington State, there are two programs that may help you pay your property taxes. For taxes due in 2016, the Legislature increased the income limits for the Exemption and Deferral Programs from **\$35,000 to \$40,000**. If you did not qualify before because you were over the income limit you may now be eligible for one of these programs. Under the Exemption program, your residence's assessed value is frozen and you will be exempt from excess and special levy's resulting in a reduction in your property taxes. If you are interested in additional information or applying for the programs, please contact our Assessment Services Team.



Our Management Team

From left to right top:

Nick Deatherage - Levy and Budget

Linda Latto - Chief Deputy Assessor

Peter Van Nortwick - Assessor

From left to right bottom:

Rebecca Barrilleaux - Internal Programs

Shelley Price - Assessment Services

Becky Hiatt - Public Records

David Stewart - Residential Appraisal

Dennis Schodt - Commercial Appraisal

Email Addresses

General – asrgis@clark.wa.gov

Senior Citizens & Disabled – taxreduction@clark.wa.gov

Current Use – current.use@clark.wa.gov

Assessor – peter.vannortwick@clark.wa.gov

REAL PROPERTY INSERT PAGE 1 OF 1



Dear Property Owner,

Enclosed with this letter you will find your 2016 Notice of Value showing the 2016 market value of your condominium unit. I'm writing to let you know that the display of values reported on the Notice of Value will look different this year from previous years. Specifically, your land value will be reported as \$0. **This change is not an error and does not affect your Total value.** As your assessor, I am constantly looking for ways to improve our business processes and serve all property owners by establishing fair and equitable assessed values. I believe this change better reflects how buyers and sellers of condominium units view the market value of a condominium unit.

Old Display

Description	Previous Value		New Value	
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.	Land:	\$28,952	Land:	\$60,000
	Structures:	\$109,700	Structures:	\$99,782
	Total:	\$138,652	Total:	\$159,782
	Acres:	0.0000	Acres:	0.0000

New Display

Description	Previous Value		New Value	
1. MARKET VALUATION OF REAL PROPERTY. Real property is land and/or any improvements valued as "Structures", such as buildings, manufactured homes, houseboats, boat houses, and site improvements.	Land:	\$28,952	Land:	\$0
	Structures:	\$109,700	Structures:	\$159,782
	Total:	\$138,652	Total:	\$159,782
	Acres:	0.0000	Acres:	0.0000

In the example above, please note that the "New Value" Total is the same figure, \$159,782. As always, should you have any questions, please call my office at (360) 397-2391 and ask to speak to an appraiser.

Sincerely,

Peter Van Nortwick
Clark County Assessor



ASSESSOR'S OFFICE

P.O. Box 5000 • Vancouver, WA 98666-5000

proud past, promising future

CLARK COUNTY
WASHINGTON

Presorted First Class
U.S. Postage
PAID
The Master's Touch, LLC

“Statement Window”

1 3/8” x 4 1/2”

3/4” from left side

5/8” from bottom



For other formats contact the Clark County ADA Program:

Voice (360) 397-2322; **Relay** 711 or (800) 833-6388

Fax (360) 397-6165; **Email** ADA@clark.wa.gov



ASSESSOR'S OFFICE
P.O. Box 5000 • Vancouver, WA 98666-5000

proud past, promising future

CLARK COUNTY
WASHINGTON

↑
FLAP

"9x12 Top Window"

1 7/8" x 4 1/2"

3/4" from left side

2" from top

.CSV SAMPLE FIELDS FOR NCOA

Keycode	Code	ID1	ID2	ID3	ID4	Name1	Name2	Name3	Name4	Prefix	First Name	Middle Na	Last Name	Suffix	FULLNAME	COMPAN	Company	Company2	DELADDR	ALTADDR	Alternate 2 Address	CITY	STATE	ZIPCODE
---------	------	-----	-----	-----	-----	-------	-------	-------	-------	--------	------------	-----------	-----------	--------	----------	--------	---------	----------	---------	---------	---------------------	------	-------	---------

**Application for Exemption of Farm Machinery and Equipment to be
Filed with CLARK County Personal Property Listing Form**



CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

**PERSONAL PROPERTY
RENDITION - FARM EXAMPLE**

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. 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.

Date of Application: _____ Assessment / Claim Year: _____

Personal Property Claimed (Must have been used exclusively in farming in year claimed and owned by a "Farmer")

Personal Property Parcel / Account No:

Property Location Where Farming is Performed:

Listing and Description of Personal Property Claimed for Exemption (If more space is needed, attach a separate listing)

Equipment Description	Year of Acquisition	Purchase Price (less sales tax)
_____	_____	_____
_____	_____	_____

Qualification Questionnaire

Type of Farming: (e.g. dairy, wheat, livestock, etc.)

A "Farmer" **owns** the personal property claimed for exemption? Yes No

Are you currently engaged in the business of growing, raising, or producing agricultural products? Yes No

Do you farm upon lands you own or that you have a present right of possession? Yes No

Do you grow or produce agricultural products that are for sale? Yes No

Do you consider yourself to be a "farmer" as defined in RCW 82.04.213(2), below? Yes No

"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 therefrom 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."

Is a personal property listing form filed or attached for the claim year, listing all farm equipment? Yes No

Certification

I certify under penalty of perjury under the laws of the state of Washington that a **"farmer"** owns the above described farm machinery and it is used exclusively in growing, raising, or producing agricultural products during the calendar year for which the clam for exemption is made. I further certify that the statements made in this application are true and correct.

Date _____ Signature _____

PLEASE NOTE: Marijuana and related products are not considered "farming" or "agriculture" in the State of Washington under RCW 82.04.213.

TANGIBLE PERSONAL PROPERTY LISTING

In Possession or Control on January 1, 2016

DUE BY: April 30th



CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

IT IS UNLAWFUL TO SELL PERSONAL PROPERTY LISTED WITHOUT
PAYING TAX IN ADVANCE

Please read Reverse for Instructions

*Required Information

*Account (if known):
Tax Area Number:
*Phone:
Fax:
E-mail:
Doing business as:

Month/Year business or farm began
operating in this county:
UBI Number:
SIC or NAICS Code:

In Bankruptcy? Yes No

PERSONAL PROPERTY
RENTITION - TANGIBLE PROPERTY

Legal Description:

Person to Contact Concerning this Report:
(If different than shown above.)

*Name:
Title:
Address:
City:
State Zip:
*Phone: Fax:
*E-Mail:

*Name of Person Submitting Report:

Check the boxes to verify if:

- 1) Person Submitting the Report is authorized to do so
2) Person submitting this report verifies information is true and correct

Location/Address of property:

Describe type of business:

Real Property Parcel # (if known): Sub Type(Assr. Use Only):

If the business is farming, describe type above and complete an "Application for Exemption of Farm Machinery & Equipment" form. Please contact our office to request this form if you did not receive one.

Head of Family Exemption Qualification

Check the applicable boxes below.

- Is the owner/user of the property a Sole Proprietor or the only beneficiary of a Trust?
If "YES" please answer the questions below.
Does the owner/user of the property reside with other family members?
Does the owner/user of the property receive an old age pension under the laws of WA state?
Is the owner/user of the property a surviving spouse or surviving domestic partner, who has neither remarried nor entered into a subsequent domestic partnership?
Owner/user may receive only one Head of Family Exemption (HOF) on Personal Property parcel/account in Washington State. If you qualify for the HOF exemption do you want this to be the account where the exemption is applied?
Is the owner/user of the property a US Citizen, over the age 65, who has lived in the state for at least 10 years?

INSTRUCTIONS REGARDING THE LISTING OF PERSONAL PROPERTY

Washington Administrative Code (WAC) 458-12-060 states, "Every person is required to list all taxable (i.e., nonexempt) personal property in the person's ownership, possession, or control... Every person required to list personal property must deliver to the county assessor a form listing all of the person's taxable personal property that was located in the county as of 12:00 p.m. on January 1st of the assessment year." A separate listing is required for each business location in Clark County.

Beginning in February 2016: We are offering a new solution for submitting Business Personal Property listing forms electronically on our website. We encourage all accounts to use this new solution, and we require it from accounts who wish to submit more than 20 changes to their asset list.

To participate in electronic filing, we only need a valid email address on file. If an email address does not appear on the front page of this form (or if it is incorrect), please forward your Property ID and email address to us at Confirm.BPP@clark.wa.gov to get started. All valid email addresses will automatically receive an email when the system is ready to use.

Instructions for this form: If you filed a listing last year, a list of your assets is shown beginning on page 3. Cross off any assets that have been sold, traded-in, or are no longer in Clark County. Add to the list assets not already reported including 2015 additions. If you are filing for the first time, please list all of your business personal property on page 3. Please also attach your Federal Depreciation Schedule if available.

Taxpayer Information: The name, mailing address, business location, and other information appearing on this listing appear on your current Clark County records for this account. Please make any necessary changes and complete any missing information on the listing form.

If you moved, sold, or closed your business after January 1, 2015 you are liable for the full 2016 tax. If you move, sell or close your business after January 1, 2016, you are also liable for the 2016 assessment and the 2017 tax. You must contact the Clark County Assessor at Personal.Property@clark.wa.gov or (360) 397-2092 X4655 for an Advanced Tax Bill. All taxes must be paid prior to moving, selling, or closing your business.

SUPPLIES: List the cost of supplies on hand January 1. Supplies are items used by a business which do not become an ingredient or component of an article being manufactured or provided for sale. Examples include but are not limited to: office, shop, maintenance, medical and dental supplies, spare parts, fuel reserves, retail packaging, and merchandising materials. Do not include inventory held for resale.

COMMERCIAL: Taxable Commercial Personal Property includes all tangible machinery, equipment, furniture, fixtures, supplies, leased and rented assets, leasehold improvements, etc. This includes fully depreciated, expensed, and stored property but excludes licensed motor vehicles primarily designed for use on public streets.

FARM EQUIPMENT: Taxable Farm equipment is reported identically to Commercial Personal Property shown above. However, farms may also be eligible for an additional exemption from the state portion of their taxes. Farm accounts will all receive the exemption form with complete instructions and qualifications.

LEASED EQUIPMENT: Use the section immediately following the asset list to provide information on assets currently leased under any of the following types of leases: lease-purchase/conditional sale contract, capital lease, financing agreement, option to buy lease, or any lease that transfers ownership of assets to you at the end of the lease term. These leases are usually capitalized by the lessee and require you to be responsible for the personal property tax during the lease period.

LEASEHOLD IMPROVEMENTS: Articles placed in or attached to rented buildings by a tenant to help carry out the business of the tenant, and improvements reported and depreciated by the business which are required to be removed at the end of the lease are generally regarded as personal property and are therefore assessable. Improvements made to the structure, that have no direct application to the process or function of the business and improvements that become property of the lessor at the time of installation or revert to the lessor at the termination of the lease, are generally considered real property.

PENALTY: State law sets the listing's due date at April 30, and it sets the late penalty at 5% per month that the listing is late, up to a maximum of 25% of the resulting tax bill. We will accept a government postmark or an electronic submission's automatic date-stamp as proof of a filing date. Postage meter stamps are not proof of timely filing, and extensions are not available.

ACQUISITION COST: List every asset at 100% of its original cost including freight, installation, and trade-in allowance but excluding sales tax, as described in WAC 458.12.060.

Please complete and return to:

CLARK COUNTY ASSESSOR
PO BOX 5000
Vancouver, WA 98666-5000

Account Number:

Leased Equipment								
Description of Asset(s) Include Name and Address of Lessor	Year Manu. / Built	Year Rented / Leased	Monthly Rent	Remaining Months of Lease on Jan. 1	Price Paid/ Contract Amount	Trade In Allowance	Sales Tax Paid	Total Original Cost Basis

Leasehold Improvements						
Description of Leasehold Improvement Note if lease requires removal at termination of lease	Year Installed or Built	Original Cost	Tenant Allowance	Sales Tax Paid	Total Original Cost Basis	

Canned Software		
Year Acquired / Purchased	Description	Aquisition Cost

Software older than 3 years is exempt and does not need to be reported.
 Canned Software is pre-packed software distributed by retail sources (e.g. Microsoft Word or Intuit QuickBooks)
 Custom Software is software developed or adapted for the specific needs of your company. It is normally specific to the user and not available through retail outlets

Account Number:

Custom Software		
Year Acquired / Purchased	Description	Aquisition Cost

Software older than 3 years is exempt and does not need to be reported.
Custom Software is software developed or adapted for the specific needs of your company. It is normally specific to the user and not available through retail outlets

Embedded Software is 100% taxable. Embedded Software is software that typically comes loaded on the computer or can be loaded from other media. It becomes part of the machine or product and is typically stored on an internal memory device. Often, it is invisible to the user. (e.g. software on hand held electronic calculators or video games and the BIOS software on all microprocessors)

If you have purchased additional fixtures or equipment, make additions on this sheet, using additional sheets if necessary. Please review/edit all assets to be sure they are listed correctly and mark through items you no longer have.

NCOA_Export_File_Format.txt

owner_id,owner_appr_yr,file_as_name,first,middle,last,addr_type_cd,addr_line1,addr_line2,addr_line3,addr_city,addr_state,zip,cass,route

NCOA_MastersTouch Import_File_Format.txt

keycode,code,prefix,first,middle,last,suffix,title,company,address,address2,address3
,address4,address5,city,st,zip,sal,name1,name2,name3,id1,id2,company1,company2,prefi
x2,first2,middle2,last2,suffix2,country,ocompany,oaddress,oaddress2,oaddress3,oaddre
ss4,oaddress5,ocity,ostate,ozipcode,status_,errno_,dpv_,movetype_,movedate_,matchfla
g_,nxi_,ffapplied_,ank_,lacsind_,lacsrc_,s