



**Income Threshold  
\$65,000**

**Senior Citizen and People  
with Disabilities Exemption  
from Real Property Taxes  
Chapter 84.36 RCW**

**Status Change Application**

*Use this form for taxes due in 2024,  
based on income from 2023*



**Apply Online**  
<http://kcowa.us/change>

**COUNTY USE ONLY – Tax Parcel Number:**

**1 Applicant information – please provide valid photo identification**

Applicant name: Birth date:  
 Spouse/domestic partner or co-tenant name: Birth date:  
 Physical address: City: Zip:  
 Mailing address (if different than physical address):  
 City: State: Zip:  
 Primary phone: Secondary Phone:  
 Email Address:

**2 My status has changed because: (Please include date the change occurred)**

**Date Check all that apply.**

The person receiving the exemption passed away. If you are the surviving spouse/domestic partner and are at least 57 years old, you may qualify to continue the exemption. You must file a new application within 90 days of the date of death.

My income has changed and will affect my current level of exemption status.

I retired in 2023. Date of retirement:

My marital status has changed.    Married    Divorced    Legal Separation  
 OR    Registered Domestic Partnership:    Entered into    Terminated

I sold my residence or transferred ownership of my residence.

I do not occupy my residence for more than 6 months in 2023.

I moved to a different principal residence. Address:

I am no longer disabled or I have entered into gainful employment.

Other (specify):

**NOTE:** if you sold your residence or moved, in order to transfer your exemption to your new residence, you will also need to submit a new application in the county where the new residence is located.

### 3 Certification

By signing this form, I confirm that I:

- Have completed the application to the best of my ability and the required documentation is included.
- Understand it is my responsibility to notify the county assessor if I have a change in income or circumstances and that any exemption granted through erroneous information is subject to the correct tax being assessed for the last five years, plus a 100 percent penalty.
- Declare under penalty of perjury that the information in this application packet is true and complete.
- Request a refund under the provisions of RCW 84.69.020 for taxes paid or overpaid as a result of mistake, inadvertence, or lack of knowledge regarding exemption from paying real property taxes pursuant to RCW 84.36.381 through 389.

Signature of applicant:

Date:



# Instructions for completing the application

Complete Parts 1 through 4 in their entirety and include supporting documents to avoid delays in application processing. If you have questions, contact the Kitsap County Assessor's office.

## Part 1

A co-tenant is someone who lives with you and has an ownership interest in your home.

## Part 2

Complete Part 2 to verify and/or report any changes that occurred since your last application or renewal. Provide supporting documents as indicated and/or requested.

## Part 3

Sign and date the application. You are signing under oath acknowledging all information is true and accurate. You understand it is your responsibility to notify the Kitsap County Assessor if you have a change in circumstances.

## Part 4

If you are filing this status change form to report a change of income, check the appropriate boxes for all the income sources you receive. See the *Documentation to Include* section in these instructions to determine what to send for proof of income.

## Documentation to include

- You must provide documentation to the Kitsap County Assessor's office to support the information reported on the application.
- Incomplete applications will be returned.
- To avoid delays in processing your application, include copies of ALL income documentation.

### Proof of income

If you, your spouse/domestic partner, and any co-tenants file a federal tax return, **provide a complete copy of the return(s) and all supporting documents that are part of the federal tax return(s).**

If you, your spouse/domestic partner, and any co-tenants do not file a federal tax return, provide documentation of all income received by you, your spouse/domestic partner, and any co-tenants.

### Income documents

Include copies of standard federal forms and documents used by others to report income they paid out including, but not limited to, the following:

1. Tax Return – complete copy (all schedules)
2. W-2's – Wage & Tax Statement.
  - W-2-G – Certain Gambling Winnings.
3. 1099's:
  - 1099-B – Proceeds from Broker & Barter Exchange.
  - 1099-Div – Dividends & Distributions.
  - 1099-G – Unemployment Compensation, State & Local Income Tax Refunds, Agricultural Payments.
  - 1099-Int – Interest Income.
  - 1099-Misc – Contract Income, Rent & Royalty Payments, Prizes.
  - 1099-R – Distributions from Pensions, Annuities, IRA's, Insurance Contracts, Profit Sharing Plans.
  - 1099-S – Proceeds from Real Estate Transactions.
  - RRB-1099 – Railroad Retirement Benefit.
  - SSA-1099 – Social Security Benefits.

## Other income sources

If you have income from other sources and you did not receive a W-2 or 1099 for the income you received, provide the following:

- A statement from the organization that issued the payments; and/or
- Copies of your monthly bank statements with a statement describing the type of income received (e.g. tips, cash earned from yard sales or odd jobs, rental income, groceries purchased for you in return for a room in your house, etc.).

## Proof of expenses

### (year-end printouts preferred)

Include copies of invoices, pharmacy statements, coverage statements, etc. for all expenses not reimbursed by insurance or a government program. Allowable expenses are for you or your spouse/domestic partner for the following:

- Prescription drugs.
- Treatment or care of either person in the home or in a nursing home, boarding home, or adult family home.
- Health care insurance premiums for Medicare Parts A, B, C, and D and Medicare supplemental (Medigap) policies.
- Durable medical and mobility enhancing equipment and prosthetic devices.
- Medically prescribed oxygen.
- Long-term care insurance.
- Cost-sharing amounts (amounts applied toward your health plan's out of pocket maximum).
- Nebulizers.
- Medicines of mineral, animal, and botanical origin prescribed, administered, dispensed, or used in the treatment of an individual by a Washington licensed naturopath.
- Ostomic items.
- Insulin for human use.
- Kidney dialysis devices.
- Disposable devices used to deliver drugs for human use.

## Proof of age or disability, ownership, and occupancy

Include copies of documentation showing you meet the age or disability, ownership and occupancy requirements such as:

- A copy of your driver's license or state issued photo id.
- If your eligibility is based on a disability: a copy of your disability award letter from SSA or VA, or a Proof of Disability statement completed and submitted by your physician.
- A complete copy of trust documents, if applicable.
- Any other documents requested as needed by the Kitsap County Assessor's office.

## Mid-year income change

If your income substantially decreased for at least two months before the end of the year and you expect this change to continue indefinitely, you may be able to use your new average monthly income to estimate your annual income. Calculate your income by multiplying your new average monthly income (during the months after the change occurred) by twelve. Include documentation that shows your new monthly income and when the change occurred with your included documentation. **(Provide bank statements or income documentation showing new amounts)**

**Example:** You retired in May and your monthly income decreased from \$3,500 to \$1,000 beginning in June. Multiply \$1,000 x 12 to estimate your new annual income.

**Important:** If you receive income that is very low or zero, attach documentation to show how you meet your daily expenses. Include a written statement to help explain.

## Definitions

### RCW 84.36.383(1) – Combined Disposable Income

Combined disposable income is your disposable income plus the disposable income of your spouse/domestic partner and any co-tenants, minus allowable expenses for you or your spouse/domestic partner.

**See Proof of expenses section for list of allowable expenses.**

### RCW 84.36.383(5) – Proof of Disability

Provide written acknowledgment or decision, **including the disability date**, from the Social Security Administration or Veterans Administration. A form completed and signed by a licensed physician may also be accepted. This form is available at the Assessor's office or online.

### RCW 84.36.383(6) – Disposable Income

The Legislature gave "disposable income" a specific definition for the purpose of this program. Disposable income is adjusted gross income, as defined in the federal internal revenue code, plus all of the following that were not included in, or were deducted from, adjusted gross income:

- Capital gains, other than a gain on the sale of a principal residence that is reinvested in a new principal residence.
- Amounts deducted for losses or depreciation.
- Pensions and annuities.
- Social security act and railroad retirement benefit.
- Military pay and benefits other than attendant-care and medical-aid payments.
- Veterans pay and benefits other than attendant-care, medical-aid payments, VA disability benefits, and DIC.
- Dividend receipts.
- Interest received on state and municipal bonds.

**These incomes are included in "disposable income" even when it is not taxable for IRS purposes.**

### Exemption program benefits

The taxable value of your home will be "frozen" as of January 1 in the year you first qualify for this program. Even though your assessed value may change, your taxable value will not increase above your frozen value. In addition, your combined disposable income determines the level of reduction (exemption) in your annual property taxes. **Note:** In 2023, the Legislature changed income thresholds effective for taxes levied for collection in 2024 and forward. **Kitsap County's income threshold is \$65,000.**

### Income thresholds and level of reduction

*Income Threshold 1:* Exempt from regular property taxes on \$60,000 or 60% of the valuation, whichever is greater, plus exemption from 100% of excess levies and Part 2 of the state school levy.

*Income Threshold 2:* Exempt from regular property taxes on \$50,000 or 35% of the valuation, whichever is greater, not to exceed \$70,000, plus exemption from 100% of excess levies and Part 2 of the state school levy.

*Income Threshold 3:* Exempt from 100% of excess levies and Part 2 of the state school levy.

### Submit Completed Application and supporting documents by mail or email

**KITSAP COUNTY ASSESSORS OFFICE  
614 DIVISION STREET – MS 22  
PORT ORCHARD WA 98366**

[assessor@kitsap.gov](mailto:assessor@kitsap.gov)