



Welcome to Kitsap County

**How to use the
Property Tax Distribution 101 website**

October 2007

Property Tax Distribution 101 website user guide

Contents

	Page #
1. Purpose	3
2. Search	3
Search by account number	4
Search by address	4
3. Search results	5
4. Graphs	6
a. Tax distribution per taxing district (Tax Graph)	6
b. Tax distribution over five years (Tax Distribution)	7
c. Individual tax district distribution over five years (Tax District)	8
d. Overall distribution for all districts (Tax %)	9
e. Contact links	10

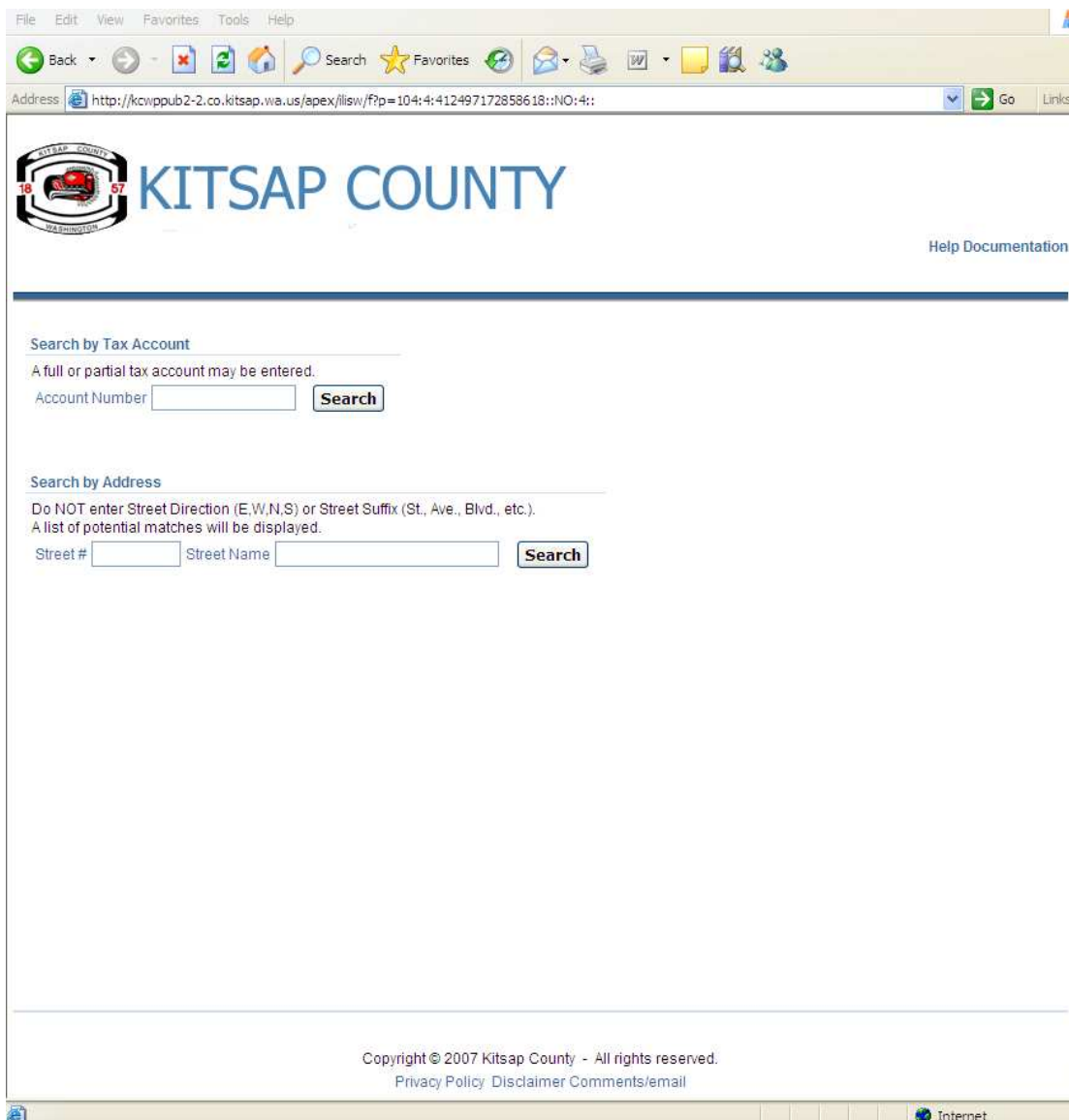
1. Purpose

In our continuing mission to provide service and value to the citizens of Kitsap County, we created the Property Tax Distribution 101 website to offer citizens an easy to use and illustrative way to understand how property tax dollars are divided amongst the various tax districts (fire, school, library, etc.) within Kitsap County.

From this website, anyone can look up information on one or more property tax accounts, look at colorful graphs and charts explaining how tax dollars are divided among the separate tax districts and find out information on how tax dollars are being spent.

2. Search

The on-line “Property Tax Distribution 101” website offers the ability to search for an account by either the tax account number or an address.



The screenshot shows a web browser window displaying the Kitsap County website. The browser's address bar shows the URL: <http://kcwppub2-2.co.kitsap.wa.us/apex/fllsw/f?p=104:4:412497172858618::NO:4::>. The website header features the Kitsap County logo, which includes a seal with the year 1857 and the text "KITSAP COUNTY WASHINGTON". To the right of the logo is the text "KITSAP COUNTY" in large blue letters, and a link for "Help Documentation".

The main content area is titled "Search by Tax Account" and includes the instruction: "A full or partial tax account may be entered." Below this is a text input field labeled "Account Number" and a "Search" button.

Below the first search section is another section titled "Search by Address" with the instruction: "Do NOT enter Street Direction (E,W,N,S) or Street Suffix (St., Ave., Blvd., etc.). A list of potential matches will be displayed." This section contains two text input fields, "Street #" and "Street Name", and a "Search" button.

At the bottom of the page, there is a copyright notice: "Copyright © 2007 Kitsap County - All rights reserved." followed by links for "Privacy Policy", "Disclaimer", and "Comments/email". The browser's status bar at the very bottom shows "Internet".

To find an account:

- 1) Enter either an account number or a street name.
- 2) Press the search button next to the criteria entered.

The results will be displayed in a list.

Searching by account number

For best results, entering the complete 17 digit account number will find the tax account.

You may enter part of the tax account number that you're seeking, but please be aware that depending on the amount of information you enter, the list that you see may be quite long.

For example, if you know the beginning sequence such as "292702-" and press the search button, you'll see a list of all accounts that start with that sequence of numbers.

If you enter just "292" and press the search button, you'll see a list of all accounts where that sequence of numbers appears anywhere within the account number.

Searching by address

Like searching by the account number, knowing the complete address is the best way to find an account, but please do not use any street prefixes or suffixes (i.e. NW, RD, etc...)

If you don't know the complete address, you can still find an account, but you must enter at least part of the street name. The street number may be left blank but you must enter the street name. The more general the information entered, the longer the list.

For example:

If you enter a street number of "29" and street name "Maple" you see all accounts that have "Maple" in their street name and "29" in their street number. (i.e.: 7229 Maple Street; 2975 Maplecrest, 14429 Maple Road, etc.)

If you enter the just the street name "Water," you will see a list of all accounts with "Water" as their street name. (i.e.: Water Street, Edgewater Blvd., Shearwater Lane, etc.)

3. Search results

After entering your information and clicking the search button, you'll see a list of accounts matching the information you entered. A maximum of 25 accounts will be displayed per page and up to a maximum of 2000 accounts will be available to view. Clearly, the more precise the information that you enter, the fewer number of accounts that will show up.

The screenshot shows a web browser window displaying the Kitsap County Tax Accounts search results. The browser address bar shows the URL: <http://kcpvpub2-2.co.kitsap.wa.us/apex/illw/f?p=104:7:412497172858618::NQ::>. The page title is "KITSAP COUNTY". Below the title, there is a "Tax Accounts" section with a sub-header "Click on Account Number to display Tax Distribution for that Account". The main content is a table with three columns: "Account Number", "Taxpayer", and "Property Address". The table contains 25 rows of data. At the bottom of the table, there are navigation buttons: "New Search", "Previous row(s)", and "Next".

Account Number	Taxpayer	Property Address
132301-2-053-2005	WALKER FAYE M TRUSTEE	2011 SE VAN SKIVER RD PORT ORCHARD WA 98367
132301-2-013-2004	CALDON MICHAEL L	2020 VAN SKIVER PORT ORCHARD WA 98366-9520
132301-3-002-2005	BOLTZ VIVIAN LAVERNE	2033 SE CASHIERE ST PORT ORCHARD WA 98367
132301-1-024-2003	BELLO DEMETRIO P & ELNORA BERMIO ASUNCION & TERESITA	2035 GROVE AVE SAN DIEGO CA 92154
132301-2-026-2009	MATULICH SALLY	2071 SE BELMIEIER PORT ORCHARD WA 98366
132301-2-063-2003	MARTIN PETER & GAIL A	2119 SE VAN SKIVER RD PORT ORCHARD WA 98367
132301-2-064-2002	GEISTER MONTEE F & SHERYLE L	2123 SE VAN SKIVER RD PORT ORCHARD WA 98367
132301-2-003-2006	PIEZE DANIEL A & AMANDA J	2161 SE VAN SKIVER RD PORT ORCHARD WA 98366
132301-2-027-2008	MCGARR STEVEN LAWRENCE & DEBBIE LYNN	2175 SE BELMIEIER RD PORT ORCHARD WA 98367
132301-3-003-2004	OTTERBECK MAURICE & WILMA	2233 SE SPRINGS CR RD PORT ORCHARD WA 98366
132301-2-002-2007	SHEA JEFFREY A & JILL	2241 SE VAN SKIVER RD PORT ORCHARD WA 98367
132301-3-009-2008	CROCKETT DIANA LYNN	2253 SE SPRING CREEK RD PORT ORCHARD WA 98367
132301-3-005-2002	ALLEN RAYMOND JULIAN	2289 SE SPRING CREEK RD PORT ORCHARD WA 98367-9612
132301-3-005-2001	HUYBER KIMBERLY V & TOBY J	2301 SE SPRING CREEK RD PORT ORCHARD WA 98367
132301-2-034-2009	DOVER JOHN P	2325 VANSKIVER RD SE PORT ORCHARD WA 98367
132301-2-043-2008	WINSLOW DONALD G & BARBARA E	2334 SE VAN SKIVER RD PORT ORCHARD WA 98366
132301-2-030-2003	PUTHOFF JAY L & SUSIE J	2381 SE BELMIEIER RD PORT ORCHARD WA 98367
132301-2-001-2008	RIEDEL THOMAS M	2411 SE VANSKIVER PORT ORCHARD WA 98366
132301-1-004-2007	LYONS EDWARD J	2415 BELMIER RD SE PORT ORCHARD WA 98367-8503
132301-1-027-2000	LYONS EDWARD J	2415 BELMIER RD SE PORT ORCHARD WA 98367-8503
132301-1-038-2007	RIVERS DONALD W	2450 SE VAN SKIVER RD PORT ORCHARD WA 98366
132301-1-049-2004	ARCHULETA PAUL G	2507 SE VAN SKIVER RD PORT ORCHARD WA 98366
132301-1-047-2006	GADBERRY EDWARD B & SHARON R	2519 SE VAN SKIVER RD PORT ORCHARD WA 98367
132301-1-057-2003	BAKER MARK A & ALETA C	2526 VAN SKIVER RD S PORT ORCHARD WA 98367
132301-1-048-2005	CARSON GERTRUDE V	2531 SE VAN SKIVER RD PORT ORCHARD WA 98367

Sorting results:

Click on the column headline to sort the results in ascending or descending order, and click on the column headline again to reverse the order. An arrow next to the column headline will indicate the direction of the order and which column is sorted. The results from the search may be sorted by any one of the columns displayed.

Viewing a different page:

Click on the "Previous" or "Next" box in the lower right hand corner of the list.

Viewing the tax distribution of an individual account:

Click on the account number in the far left column.

Returning to search screen:

To return to the search that created the list, click the back button of your Internet browser.

To create a new search; click on the “New Search” button below the results list on the left lower corner.

4. Graphs

a. Tax dollar distribution per taxing district (Tax Graph)

This graph displays how the account’s tax dollars are distributed amongst the tax districts (fire, school, library, etc.) for a specific year. The current year is the default year that is displayed.

To select this graph; click on the “Tax Graph” tab.

To see the tax dollar amount for a district; click on the one of the tax district bars or hover the cursor on the bar.



To select another tax year

Click on the arrow next to the tax year and select the year from the available tax years for that account.

To perform a new search

Click on the “New Search” button and enter your new information on the screen.

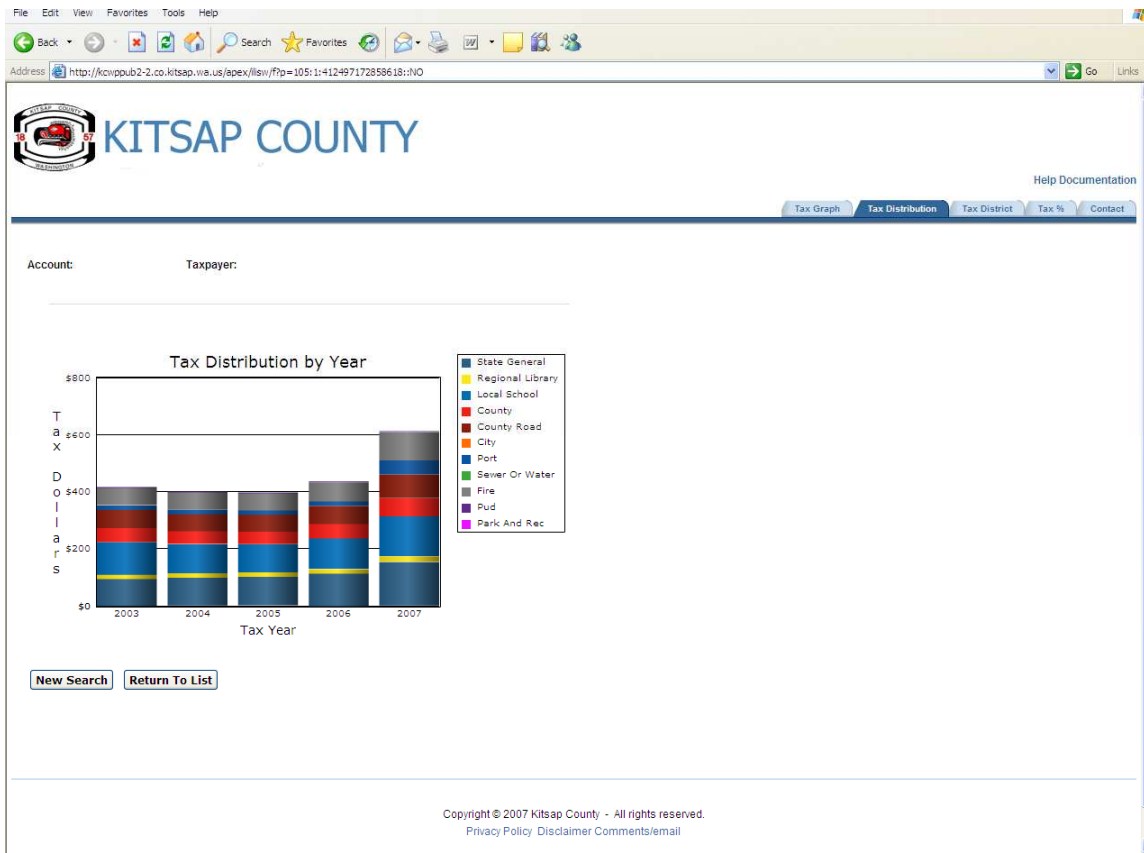
To return to results list

Click on the “Return To List” button. A list screen will be displayed where you may select a new account.

b. Tax distribution over five years (Tax Distribution)

This informative graph displays an account’s total tax dollars for the current year along with the previous four years. To select this graph; click the “Tax Distribution” tab.

To see the tax dollar amount for a district; click on the one of the tax districts (fire, school, library, etc.) on the bar and then whenever the mouse hovers on the bar that dollar amount will be displayed.



To perform a new search

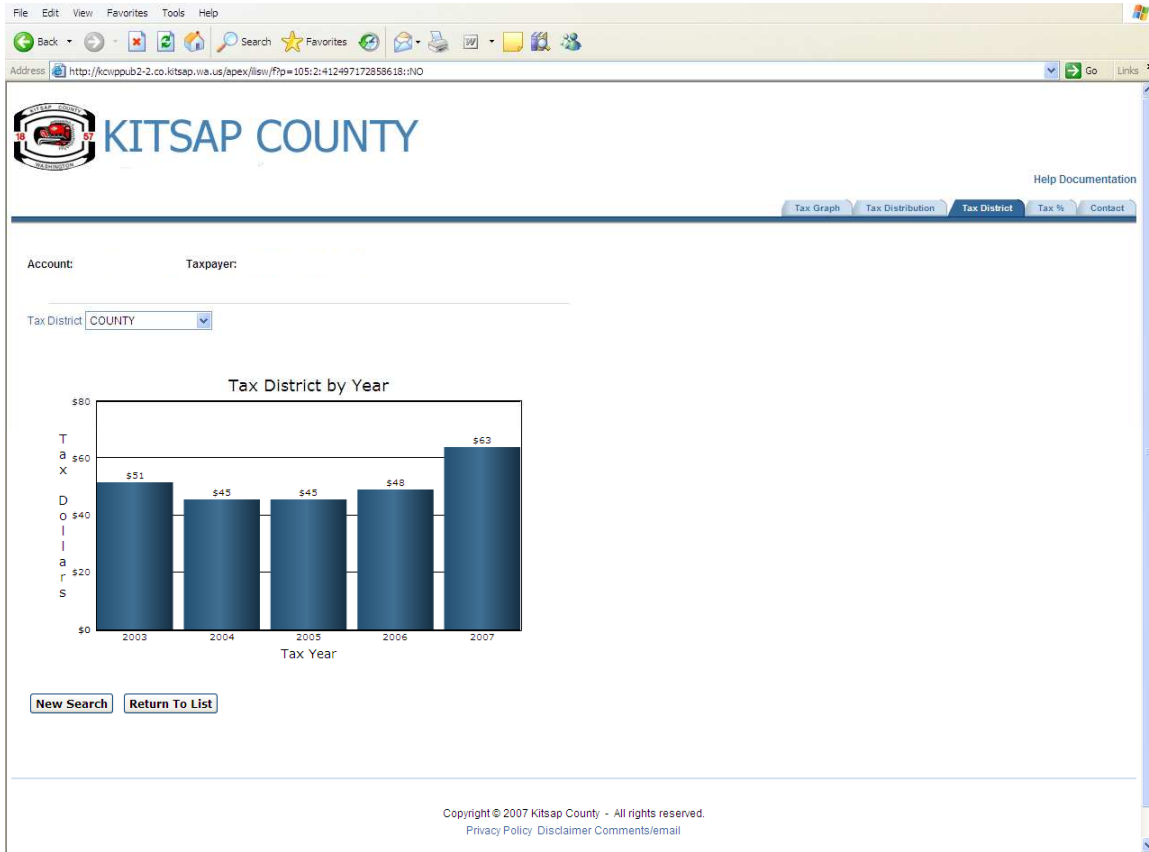
Click on the “New Search” button. The search screen will be displayed where new search criteria may be entered.

To return to results list

Click on the “Return To List” button. The list screen will be displayed where a new account may be selected.

c. Individual tax district distribution over five years (Tax District)

This graph displays the account’s tax dollars of a tax district (fire, school, library, etc.) for the current and four previous years. To select this graph; click the “Tax District” tab.



To select another tax district

Click on the arrow next to the tax district and select the tax district from the available menu districts for that account.

To perform a new search

Click on the “New Search” button. The search screen will be displayed where new search criteria may be entered.

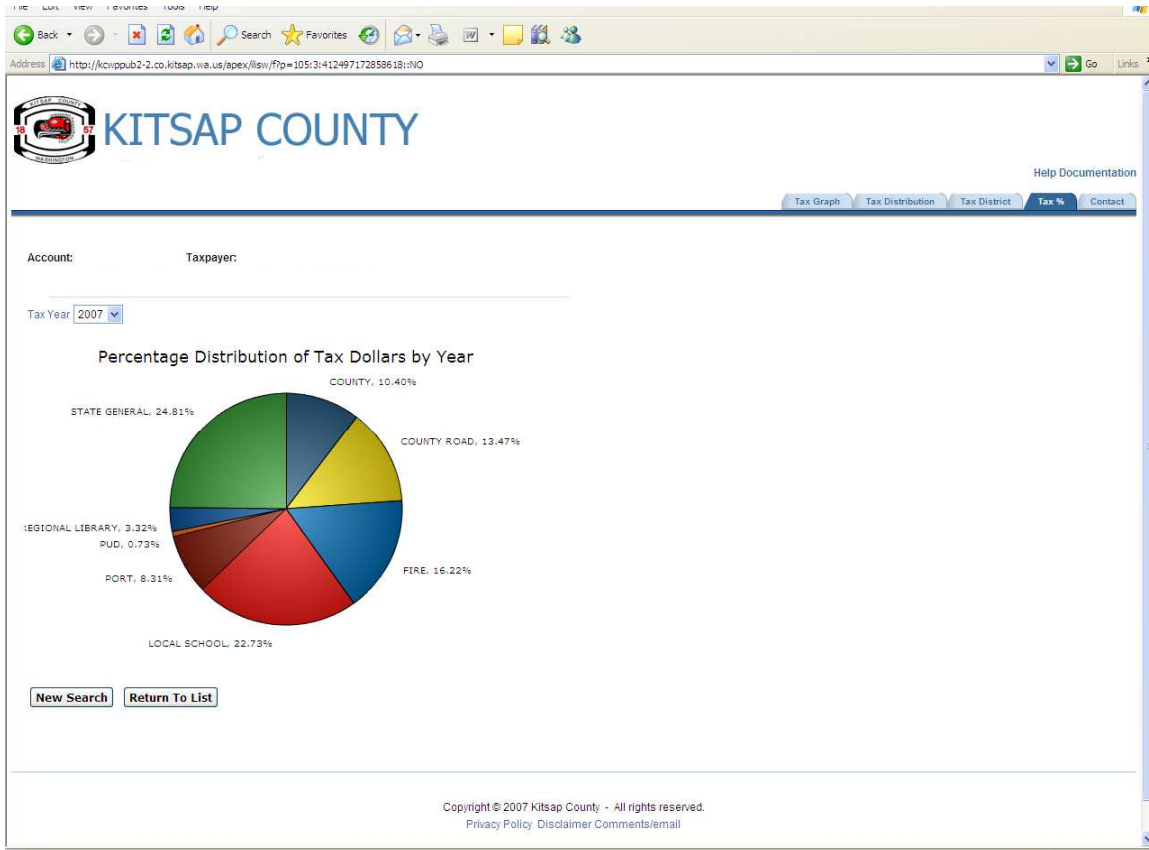
To return to results list

Click on the “Return To List” button. A list screen will be displayed where you may select a new account.

d. Overall distribution of tax dollars for all districts (Tax %)

This pie chart displays the distribution of tax dollars for all tax districts for a specific year. The display shows the current year.

To select this graph; click the “Tax %” tab.



To select another tax year

Click on the arrow next to the tax year and select the year from the available tax years for that account.

To perform a new search

Click on the “New Search” button. The search screen will be displayed where new search criteria may be entered.

To return to results list

Click on the “Return to List” button. The list screen will be displayed where a new account may be selected.

e. Contact links

This page provides contact information to a variety of sources. The first section “Kitsap County Links” provides web links to various pages of the Kitsap County Web Site. The second section “Tax District Contact Information” provides contact information and some web links to the various Tax Districts.

