

Kittitas County
Treasurer

Agenda Staff Report

AGENDA DATE:

8/6/2013

ACTION REQUESTED:

Request to approve the attached Department of Revenue Real Estate Excise Tax Alternate Transmittal Memorandum of Understanding.

BACKGROUND:

Generally over 100 Real Estate Excise Tax Affidavit, also known as "REETA" are processed each month, many with multiple sheets of paper (some attachments that are required by the Department of Revenue, also known as "DOR" are over 50 pages), most are legal sized. To mail, we to use a box or padded envelope, the benefits to signing this document are as follows. The office will be submitting electronically, which saves postage, paper and the mailer. It will take approximately 5 – 10 minutes to prepare the electronic file and upload it onto the DOR website; staff will be used more efficiently by this process. The Department of Revenue prefers the electronic submission for the same reasons as above. They are planning to eliminate the hard copy documents, as this will save them time, and storage space. We have the software to execute this process, so no further expensive will be required. By signing this document, we are agreeing to submit all of Kittitas Counties REETA documents electronically.

INTERACTION:

Please sign, upon signature from the county, the documents will be sent to Mel Kripes for additional signatures from DOR. Upon completion, a signed original will be returned to Kittitas County.

RECOMMENDATION:

Request to approve the attached DOR MOU for REETA

HANDLING:

Please sign, upon signature from the county, the documents will be sent to Mel Kripes for additional signatures from DOR. Upon completion, a signed original will be returned to Kittitas County.

LEAD STAFF:

Deanna Panattoni