

Utilities Apportionment Reporting

Getting Started User Guide



What is Utilities Apportionment Reporting (UAR)?

The Utility Apportionment Reporting (UAR) application is an online system to simplify the annual asset location and cost reporting process. This system replaces the “Correction Report”, a report required for all companies, except airlines and railroads, used to report the location of their assets. Railroads will use this report only for reporting isolated investment assets.

Previously, taxpayers could identify asset locations by noting the Tax Code Area (TCA) number in which their assets were located. We no longer require taxpayers to submit this annual report based on changes in TCA boundaries. A change in law extending the deadline for taxing districts to finalize district boundaries from March 1 to August 1 made this reporting change necessary. As a result, we cannot provide TCA maps in advance of the apportionment filing deadline, which is still June 1. This is our opportunity to improve and simplify your reporting process.

How to submit data?

You will follow the steps below to submit your data to the Washington State Department of Revenue (DOR) UAR application:

1. Create an account in S.A.W. or log in to your account.
2. Enter the **Service Code** to display the UAR Application.
3. Access the UAR Application using a **P.A.C. (Personal Authorization Code)**.
4. Download the appropriate template.
5. Prepare your data (see our website for [acceptable formats](#)).
6. Zip (compress) your data.
7. Upload your data.

What to expect after you upload

The file will go through two steps before it successfully submits. Note that at each of the two steps you will receive an email stating the status of your file. If the file fails at either step, correct the format/error, log back into SAW and re-upload. Each time you submit a file for upload it will replace previous submissions and go back through both Step 1 and Step 2.

Step 1 – Validation

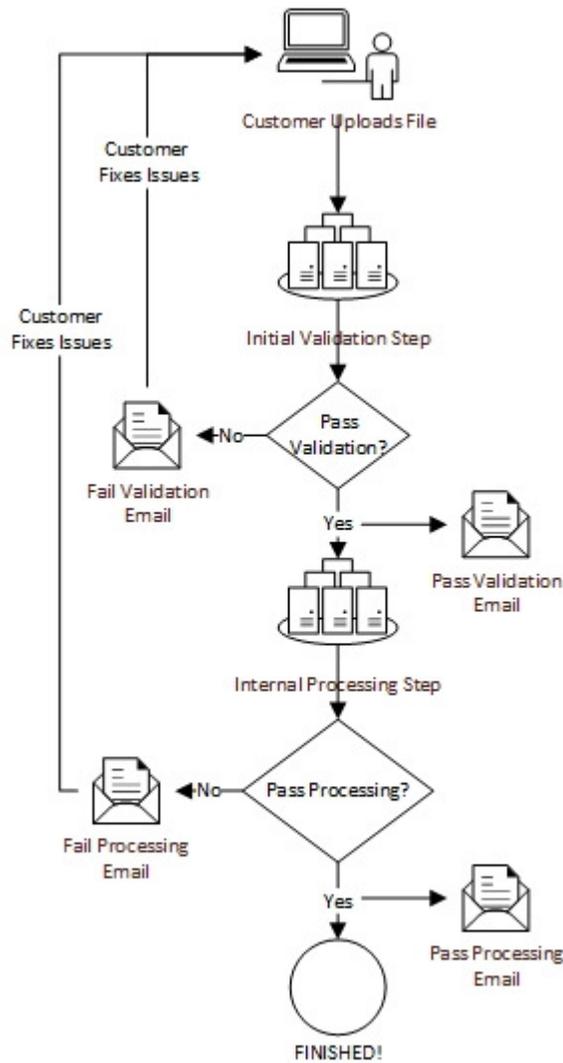
In the validation step, the system is checking for a valid DOR template(s), ensuring all the required cells are populated, validating all the cells contain correct data types (alpha, numeric, etc.), and any spatial data is within Washington State boundaries.

You will receive an email stating **FAILED** or **PASSED VALIDATION**. If your file fails, the email will have a list of items that need to be resolved before you resubmit the file for upload.

Step 2 – Processing

After your file passes initial validation, the system begins the processing step. In the processing step, the system verifies the accuracy of the data. That is, do the addresses exist, are parcel numbers correct, are the lat/longs valid, do the TCO numbers exist, is the county a Washington county, etc.

You will receive an email stating **FAILED** or **PASSED** PROCESSING. If there are errors, the email will have a list of errors that you must correct before you resubmit the file for upload.

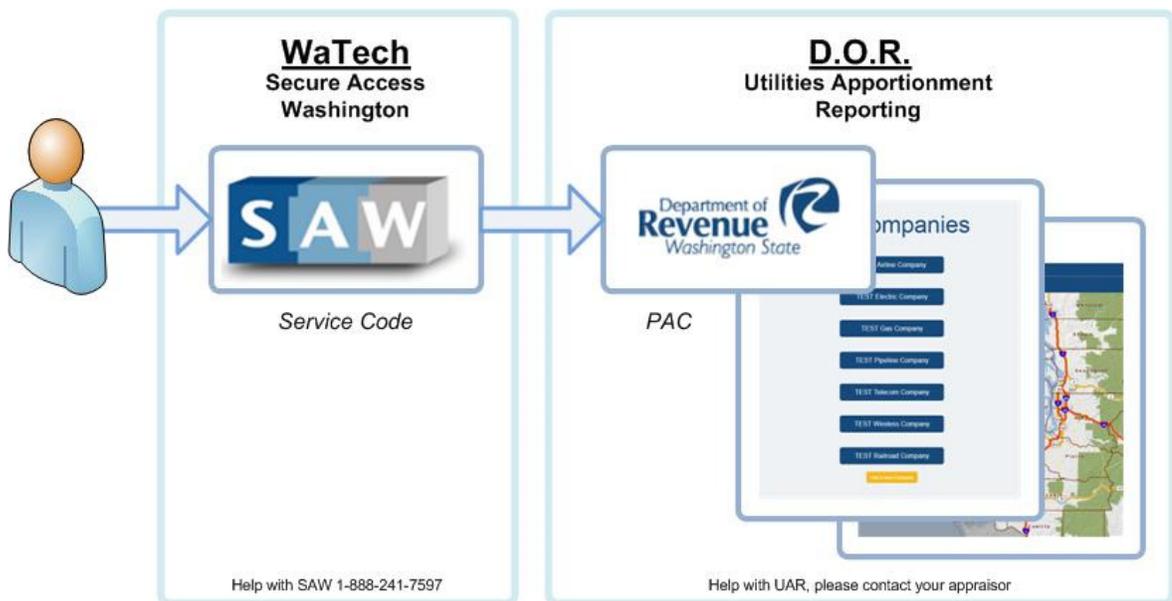


Access SAW/UAR

Secure Access Washington (SAW) and the Utilities Apportionment Reporting (UAR) application are two separate applications hosted by Washington State agencies. SAW is a user validation/authentication portal to access many Washington State government web applications.

Before accessing Revenue's UAR application, users will need to create an account in SAW. Once you create your account, all access to the UAR will be through the SAW website.

- Help with SAW login? Call 1-888-241-7597
- Help with UAR? Contact your appraiser (contacts located at <http://dor.wa.gov/>)



S.A.W.

Secure Access Washington (SAW) is a user validation/authentication portal to access Washington State websites. *User only need to create an account in SAW once for access to multiple government web applications.*

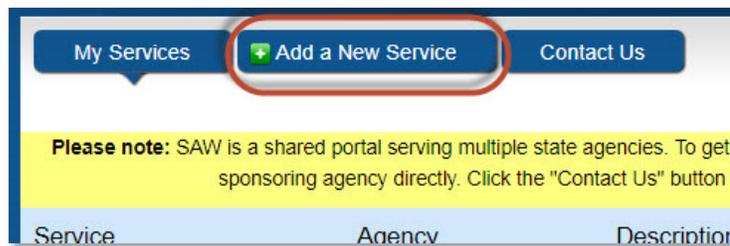
<https://secureaccess.wa.gov/>

Steps for Logging into SAW application

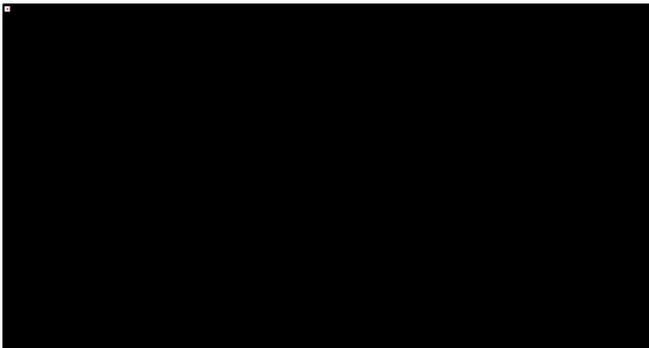
1 – From the link above, click on “**Create one**” to create a SAW account.



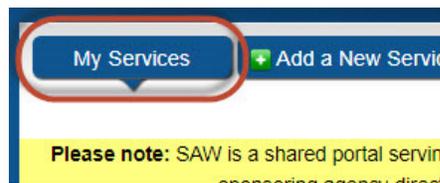
2 – Once you have created your SAW account, Log in and click on “**Add a New Service**” to add the Utilities Apportionment Reporting System (UAR) to your SAW account.



3 – Enter the UAR **Service Code** and click the “**Apply**” button. You will only need to do this the first time you access UAR. If you do not have a UAR Service Code, contact your industry appraiser. These contacts are located at <http://dor.wa.gov/> or by calling (360)534-1400



4 – After applying the service code, click on “**My Services**” to view the link to the UAR system.



**refresh your browser (F5) if the AUR application does not appear in your list of services.*

5 – Click on **Utilities Apportionment Reporting System** under the ‘My Services’ tab in your SAW account.

Service	Agency	Description	Status	Action
Utilities Apportionment Reporting System	Department of Revenue	Application supporting the annual submission and review of centrally assessed properties and assets for valuation and apportionment of Property Tax.	Active	Remove

U.A.R.

Steps for Accessing the UAR System

Once you are in the **Utilities Apportionment Reporting System**, companies you upload apportionment data for will display under the ‘My Companies’ heading. Add a new company if you do not see your company(ies).

1 – To add a company to the Utilities Apportionment Reporting System, click on ‘**Add a New Company**’.



2 – Enter a **PAC** and click the “**Add**” button. If you do not have a PAC, contact your industry appraiser. These contacts are located at <http://dor.wa.gov/>.

Add a Company

PAC

Enter the company's unique PAC code

Add

Close

3 – A button should now appear for your company.



Navigating UAR

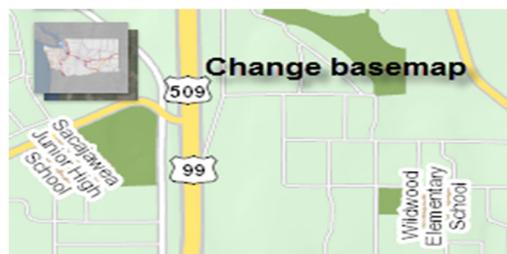
The UAR application opens to the State of Washington map.

Map Navigation

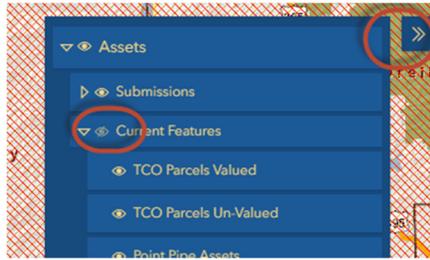
You can pan and zoom in the map by using the Map Navigation tools in the top left portion of the map view.



To change the base map to imagery, select the Base Map button.



To turn layers on and off, select the pop out menu in the top right of the map area, then select the on/off icon for the layer you would like.

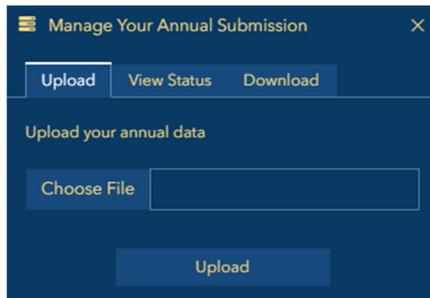


Upload, View Status and Download

To manage data submissions, Click on **Manage Your Annual Submission** at the top.



A dialog box will open on the right.



Upload Data

Before uploading your data, make sure it is in the correct template and zipped (see **Prepare Your Data** from the FAQ tab in the application. (Also make note of the process overview in the “How to Submit Data” section above. (

1. Make sure you are viewing the **Upload** tab in the Manage Your Annual Submission dialog box.
2. Click on **‘Choose File’** and browse your computer for your file.
3. Select the file you would like to upload and click **‘Open’**.

Note: When submitting multiple files (excel and fgdb) zip all files together and submit at one time. Zipped files should not exceed 500 mb in size. See the section **ZIP Up Your Data** from the FAQ in the application. If you need to submit a larger file, contact your industry appraiser.

Do not place a zip file inside another zip file (nested zip files)

- 4. Click the **Upload** button and you will see a progress bar. When the bar reaches 100% you will see the message “We received your uploaded file. Please check your email to see if your file passed initial validation.”

Note: If your submission contains more than one file, you should zip them and upload them as one. If you upload a second file it will overwrite the first.

Once you upload, the file will go through two separate steps:

Validation: Before data is processed, it goes through a validation step where we check for a DOR template(s), ensure all the required fields are populated, and validate all the fields contain correct data types and have spatial data within Washington State boundaries.

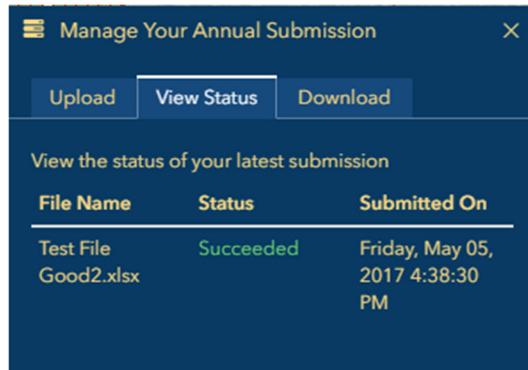
Processing: At this step, the company data is overlaid and dispersed to tax code areas.

NOTE: At each of the two steps you will be notified via email whether your file ‘**PASSED**’ or ‘**FAILED**’.

If it fails, the email will contain a list of errors (the email will only list up to three errors per category. Additional errors can be accessed within the UAR application through a link in the email). Most of the items in the list will have a link to give you additional details about the error. Once all the errors in your file are corrected, repeat steps 1-4 of the **Upload Data** process to re-submit.

View Status

By clicking on the **View Status** tab in the Manage Your Annual Submission dialog box, you can see the detailed status of your latest submission. Any file that is uploaded after processing has successfully completed, will overwrite all existing data.



**Spatial data will not be visible at this time but development is underway to provide this functionality.*

Download data

Once the data is uploaded it is validated and submitted for processing. This may take as long as *four* hours. Submitted data is usually available for download the next day from the UAR System.

To download your previously submitted data, open the **Download** tab in the **Manage Your Annual Submission** dialog box and click the **Download** button.

The UAR system will prepare the data for download which will take processing time. When it is ready, an email will be sent to you containing a link to retrieve the data.