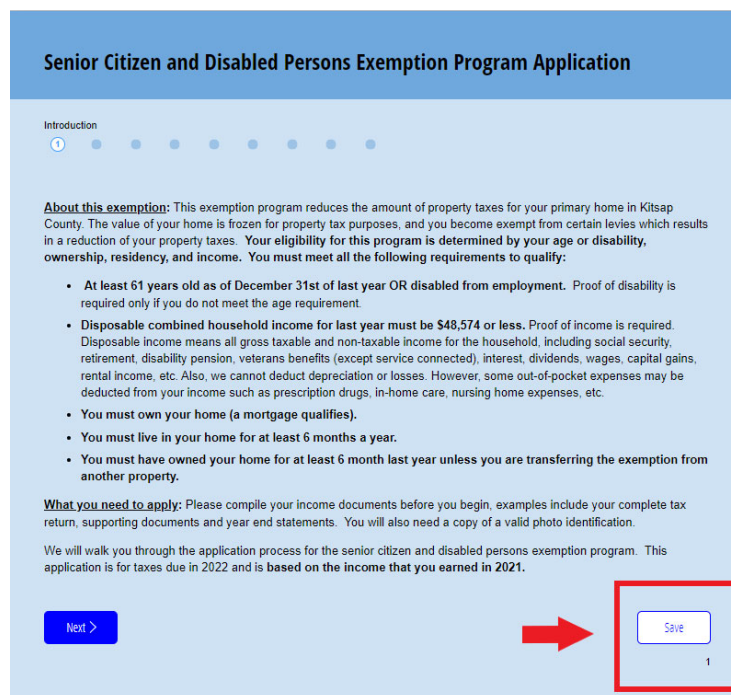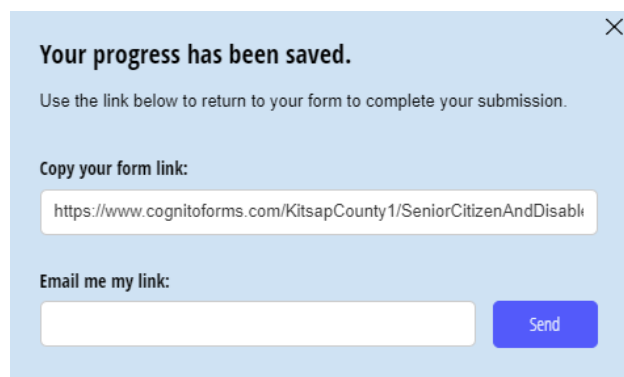# Senior Citizen & People with Disabilities Online Application Helpful Tips
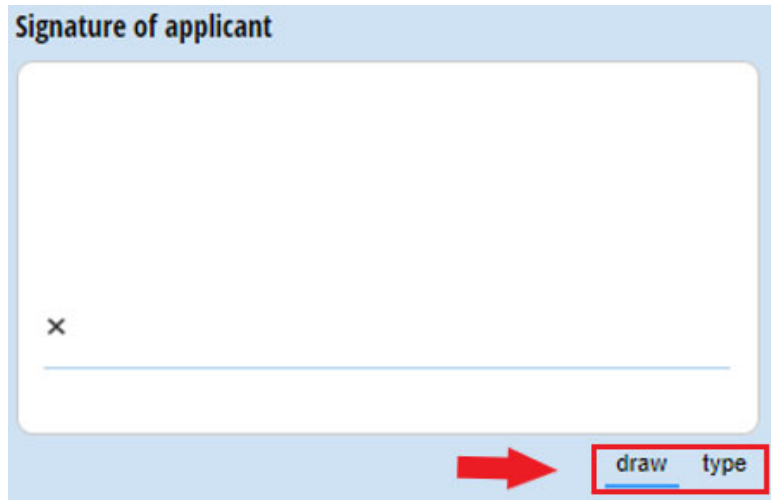
1. Please compile your income documents before you begin and save them to your computer.
   - Examples of required documentation include your complete tax return, supporting income documents and year end statements. You will also need a copy of a valid photo identification.

2. You will be able to save your application and return to it a later time if needed. You do this by selecting the save button in the lower right corner of the application:

3. After you save, you will need to enter your email address & click send or copy your form link:

4. If you need to make the screen larger or smaller you can use the following.
   o For Windows: Press CTRL + (to zoom in) or Press CTRL – (to zoom out)
   o For Mac: Press Command + (to zoom in) or Press Command – (to zoom out)

5. Sign your application by either drawing your signature or typing your name. Select your signature option in the lower right corner.

6. If you cannot upload your documents please send or deliver them to the Assessor's Office as soon as possible, your application will be denied for being incomplete, without the appropriate income documents. Please contact us if you have any questions, see contact information below:

Kitsap County Assessor's Office
614 Division St MS-22 Port Orchard, WA 98366
Phone: 360-337-7160 | Fax: 360-337-4874
Email: assessor@kitsap.gov
Office Hours: Monday-Thursday (9AM-4PM) & Fridays (9AM-12PM)