How to File and Pay Your Washington State Business Taxes Electronically

SSB 5571 requires businesses that report taxes monthly to file and pay their returns electronically, starting with the July 2009 return due August 25.

1 Register for E-file

To register for E-file, you need your UBI/Tax Registration Number and Pre-Assigned Access Code (PAC).

1. Go to **http://dor.wa.gov**
2. Click **Register now** in the **My account** section (upper right).
3. Enter your information and click **Next.**
4. Create your logon ID and password.
5. Enter your UBI/Tax Registration Number and your PAC.
6. Click **Yes** to sign up for E-file (required) and sign up to receive electronic notices (optional).

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2 E-file your return

On your My account home page, click **File return** next to the period you want to report.

To move through the E-file program:

1. Click **Next** or **Prev** (previous) on each page.
2. To skip pages that don't apply to you, use the left navigation links
3. To return to your My account home page, click **Account Info** in the top navigation bar.
4. To log out, click **Logout** in the top navigation bar.
5. To return to E-file from My account, click **File return.**

You may leave the program at any time and the information you entered will be saved.

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3 Instructions for filing a basic return

Business & Occupation

Note: The system will automatically add the decimal and zero cents if you enter only the dollar amount.

1. Enter your gross income in the **Gross Amount** box next to your tax classification.
2. If you have deductions (bad debt, out-of-state sales, etc.), click on the **Total Deductions** box and enter the amount in the appropriate field. Click **OK**.
3. Click **Next**.

TIP: To simplify your return, remove the tax classifications you don't use.

1. Click **Add/Delete Tax Classifications** button at the top of the page.
2. Uncheck the boxes next to the classifications you want to remove.
3. Click **OK** at the bottom.
   Your return will stay that way until you change it.

State Sales & Use

Sales tax

Based on your tax classification and the amount entered, E-file automatically enters the amount of state sales tax you owe.

Use tax

1. Enter the gross amount of the products you owe use tax on.
2. Click outside of the box, and the system will compute your tax due.
3. Click **Next**.

Continued on back

Local Sales

1. Click **Add/Remove** button to add your location(s).
2. Find your location, click on it, then click **Add** beside the list. *TIP: The location list is sorted by name. You can sort the list by location code by clicking the button next to Code at the top of the page.*
3. Continue this process until you've added all your locations.
4. Once all your locations are added, click **OK** at the bottom.
5. Enter the taxable amount of sales for each location in the taxable amount box.
6. Click **Next**.

Local Use

1. Repeat the process used on the Local Sales page to add locations for reporting use tax.
2. Enter the value of the products on which you owe sales tax for each location.
3. Use the navigation on the left to go to the Credits page.

Credits

If you qualify for the Small Business Credit, it will automatically fill in. Other credits need to be manually entered. When you've finished, click **Next**.

Summary & Payment

1. The E-file system will automatically calculate your tax due.
2. Enter your name, phone and email address, then click **Check for Errors**.
3. If no errors are found, click *OK*.
4. Click **Select payment method**.
5. Chose a payment method and click **Select payment**.
6. Follow the prompts, then click **Continue**.
7. After payment has been completed, you will receive a confirmation.

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4 Pay your taxes electronically

Along with filing your return electronically, you must pay your taxes electronically.
Choose from the following options:

Electronic Funds Transfer (EFT)

Registration is free and takes three working days to process. *Note: If a business is already required to use EFT, then it must continue using EFT.*

To register for EFT:

1. Go to **My account**.
2. Click **Invoices & payment options** in the left navigation.
3. Click **Register for Electronic Funds Transfer**. Enter your Tax Registration Number and choose one of the following:

   EFT Debit
   You authorize the Department's bank to withdraw the amount you owe from your bank account on the date you select. This happens automatically when you submit your return.

   EFT Credit
   You authorize your bank to send funds to the Department's account. You must initiate this payment each month.

E-Check

You enter your bank account number and routing information to make a one-time payment. US Bank charges you one dollar for each transaction.

Credit Card

You enter your credit card information to make a one-time payment. You can use Visa, MasterCard, American Express or Discover. A 2.5% fee is charged by a non-state vendor for this service.

Department of Revenue
Washington State

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Printed on recycled paper.
Prepared by Taxpayer Services Division
TSFS0068 05/2009