How to File and Pay Your Washington State Business Taxes Electronically

Beginning July 22, 2011, businesses that report taxes **quarterly** must file and pay their returns **electronically**. This change is due to new legislation – EHB 1357. Monthly filers have been required to file and pay electronically since August 25, 2009. Below are instructions for filing and paying your returns online. For more information, visit our website at dor.wa.gov/mandatorye-file.

1 Register for E-file

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

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). Sign up to receive due date reminders and sales tax rate changes by email (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 **Previous** on each page.
2. To skip pages that don't apply to you, use the menu on the left side of the screen.
3. To return to your *My account* home page, click **My account home** 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 E-file 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 adds 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(s) in the appropriate field(s). Click **OK**.

> *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.

3. Click **Next**.

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**.

* The asterisk indicates that there is a video tutorial available on this E-file page.

Continued on back

Local Sales*

1. Click **Add/remove** 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 use 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*

The E-file system will automatically calculate your tax due.

1. Enter your name, phone, and email address, then click **Check for errors**.
2. If no errors are found, click OK**.**
3. Click **Select payment method**. (See electronic payment options below)
4. Chose a payment method and click **Select payment**.
5. Follow the prompts, then click **Continue**.
6. After payment has been completed, you will receive a confirmation number.

* The asterisk indicates that there is a video tutorial available on this E-file page.

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4 Pay your taxes electronically

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

Electronic Funds Transfer (EFT)

You must register to use EFT. **Note:** If your business is already required to use EFT, then you must continue using EFT.

To register for EFT:

1. Log in to your **My account**.
2. Click **Invoices & payment options** in the left navigation.
3. Click **Register for EFT**. Enter your Tax Registration Number/UBI 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. This transaction is free and gives the Department permission to withdraw the amount you authorize.

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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