



STATE OF WASHINGTON  
**DEPARTMENT OF REVENUE**

## Notice Regarding Confidential Local Sales Tax Information

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**Secrecy  
Clause  
requirement**

The local sales tax data your jurisdiction receives contains confidential tax information. The agreement between the Department and your jurisdiction states that “authorized representatives of the City/County requesting and receiving confidential information will sign a Department Secrecy Clause and comply with RCW 82.32.330.”

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**Confidential  
information**

Some of the data reports you receive will contain confidential tax information (as defined under RCW 82.32.330). For example, the following information is considered confidential information and *may not be shared* with an unauthorized person:

- The amount of sales made by a business
- The amount of sales tax a business reported to your jurisdiction
- Whether a business reported sales tax to your jurisdiction

Confidential information you receive may only be shared with authorized representatives within your jurisdiction who have submitted to the Department a signed Secrecy Clause form.

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**Information  
you can  
share**

The data reports you receive also contain some information that *may be shared* (considered “public information”) to any person upon request, including:

- A business’s NAICS code
  - A business’s mailing and/or physical address
  - A business’s open and/or closed date
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**Filing  
Secrecy  
Clause  
forms**

If you need to file a Secrecy Clause Affidavit with the Department, you may print the form from the Department’s [website](#) and return the completed Secrecy Clause Affidavit to the address below.

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**Questions?**

Contact Bob Petteys, Department of Revenue Local Sales Tax Manager, at (360) 902-7065.