

Distribution Detail Report Guide

This document is to provide guidance on what data is included in the Distribution Detail report. A description of the data in each column is provided as well as examples for both available formats (PDF & CSV).

On screen & PDF report

Column Header	Description of Data
Business Name	Legal entity name of business/ Doing business as name (if applicable)
Assigned Location	Four digit location code assigned to account
Address	Address of business location
Open Date	Open date of business
Close Date	Close date of business
Acct Frequency	Reporting frequency of business
Owner Type	Type of Business, Corporation, Limited Liability Corporation, etc
Status	Status of business - active or closed
NAICS	Assigned industry classification
Location Code	Four digit code assigned to location
Return Period	Reporting period and year
Line Code	A unique number assigned to each tax
Tax Type	Type of tax
Transaction Code	Type of transaction posted Codes most commonly used: ELF - electronically filed return FLD - audit CTA – adjustment by department staff REG – paper filed return
Taxable Amount	Amount of taxable income for line item
Tax Paid	Amount of tax paid for line item

CSV format

Column Header	Description of Data
Distribution Month/ Year	Distribution period
TRN	Tax Reporting Number
Return Month	Reporting period
Return Year	Reporting year
Transaction Code	Type of transaction posted Codes most commonly used: ELF - electronically filed return FLD - audit CTA – adjustment by department staff REG – paper filed return
Line Code	A unique number assigned to each tax
Reported Location	Location code reported to
Taxable	Amount of taxable income reported
Tax	Amount of tax paid for line item
Legal Entity Name	Legal entity name of business
DBA Name	Doing business as name of business
Open Date	Open date of business
Close Date	Close date of business
Frequency	Current filing frequency of business
NAICS	Assigned industry classification
Address 1	Business address
Address 2	
City	
State	
Zip	
Zip + 4	
Owner Type	Business type - Example: Corporation, Partnership
Assigned Loc Code	Four digit location code assigned to account



Examples of Distribution Detail Reports

Example of screen

ABC COMPANY / MAIN STREET RV PARK 600-600-600				721211 NAICS		
Assigned Location:		9999	Open Date:		9/12/1971	
Address:		PO BOX 123 TUMWATER, WA 98501-0123	Close Date:		N/A	
			Acct Frequency:		Quarterly	
			Owner Type:		SOLE PROPRIETOR	
			Status:		Active	
			NAICS:		721211	
Location Code	Return Period	Line Code	Tax Type	Transaction Code	Taxable Amount	Tax Paid
1000	Q3-2015	45/51	Regular & Optional Taxes	ELF	5,474.53	54.74
1000	Q3-2015	46/52	Regular & Optional Taxes	ELF	11.00	0.12
1000	Q3-2015	70	Special Hotel/Motel Tax	ELF	5,047.00	100.94
1000	Q3-2015	47	Transient Rental State-Shared Tax	ELF	5,047.00	100.94
Total						256.74

Example of PDF format

ABC COMPANY / MAIN STREET RV PARK 600600600						
Assigned Location: 9999 Address: PO BOX 123 TUMWATER, WA 98501-0123			Open Date: 09/12/1971 Close Date: Acct Frequency: Q		Owner Type: SOLE PROPRIETOR Status: Active NAICS: 721211	
Location Code	Return Period	Line Code	Tax Type	Transaction Code	Taxable Amount	Tax Paid
1000	Q3-2015	45/51	Regular & Optional Taxes	ELF	5,474.53	54.74
1000	Q3-2015	46/52	Regular & Optional Taxes	ELF	11.00	0.12
1000	Q3-2015	70	Special Hotel/Motel Tax	ELF	5,047.00	100.94
1000	Q3-2015	47	Transient Rental State-Shared Tax	ELF	5,047.00	100.94
Total						256.74



Example of CSV format

Distribution Month/Year	TRN	Return Month	Return Year	Transaction Code	Line Code	Reported Location	Taxable	Tax	Legal Entity Name	DBA Name
Nov-15	600600600	Q3	2015	ELF	45/51	0000	5474.53	54.74	ABC COMPANY	MAIN STREET RV PARK
Nov-15	600600600	Q3	2015	ELF	46/52	0000	11	0.12	ABC COMPANY	MAIN STREET RV PARK
Nov-15	600600600	Q3	2015	ELF	70	0000	5047	100.94	ABC COMPANY	MAIN STREET RV PARK
Nov-15	600600600	Q3	2015	ELF	47	0000	5047	100.94	ABC COMPANY	MAIN STREET RV PARK

Open Date	Close Date	Frequency	NAICS	Address 1	Address 2	City	State	Zip	Zip +4	Owner Type	Assigned Loc Code
09/12/1971		Q	721211		PO BOX 123	TUMWATER	WA	98501	0123	SOLE PROPRIETOR	9999
09/12/1971		Q	721211		PO BOX 123	TUMWATER	WA	98501	0123	SOLE PROPRIETOR	9999
09/12/1971		Q	721211		PO BOX 123	TUMWATER	WA	98501	0123	SOLE PROPRIETOR	9999
09/12/1971		Q	721211		PO BOX 123	TUMWATER	WA	98501	0123	SOLE PROPRIETOR	9999