



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

Your City  
ATTN Jane Smith  
123 Somewhere Ln  
Tumwater, WA 98532-1234

**Account Number:** 99  
**Jurisdiction Name:** Your City  
**Pre-Assigned Access Code (PAC):** A111111B

### ACCESS TO LOCAL SALES TAX INFORMATION

#### Why are you receiving this letter

The Department is changing the way you will receive your local tax information. Instead of logging into the Secure File Transfer (SFT) Server site to retrieve your monthly local sales tax information, you can now access your information within the Department's secure My Account environment.

This change will allow your jurisdiction to:

- Access all of your local tax accounts through your logon ID
- View and download local sales tax information
- Control who has access to your local tax reports

#### How to get started

When registering, you will need to provide a *Tax and License Confidentiality Affidavit* if you do not already have one on file with the Department. This form is available at [dor.wa.gov/localjurisdiction](http://dor.wa.gov/localjurisdiction).

#### If you are a new My Account user:

1. Go to [dor.wa.gov](http://dor.wa.gov)
2. Click the "register" link located in the upper right corner and follow the instructions
3. Click continue to add an account and enter your account number and PAC listed above
4. Provide a *Tax and License Confidentiality Affidavit*

#### If you are an existing My Account user with a logon:

1. Go to [dor.wa.gov](http://dor.wa.gov)
2. Logon to My Account
3. Select "Manage account" and then "Add an account," located on the left menu
4. Enter your account number and PAC listed above
5. Provide a *Tax and License Confidentiality Affidavit*

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**Notification for access**

Once you have created a logon ID and added a local tax jurisdiction account, you will receive a secure message indicating whether the Department has approved or denied your request for access.

**Questions**

Our detailed guide with more information can be found at: [dor.wa.gov/localjurisdiction](http://dor.wa.gov/localjurisdiction).

If you still have questions or need assistance, please call 1-877-345-3353.