

How to complete the “Public Works Contract Reconciliation of Taxes” form

Introduction

The Public Works Contract Reconciliation of Taxes form is used by the Department of Revenue (DOR) to verify that a contractor has reported and paid all taxes due on a public works contract.

Upon verification, the Department will notify the public agency that it releases its lien on the monies (or bond) retained by that agency for the public works contract.

How to complete the form

The form has two parts, Section A and Section B. Both sections must be completed.

In **Section A**, you will determine whether you owe or overpaid tax:

Step	Action
1	Determine which B&O and Sales/Use tax classification(s) in the Tax Classification column apply to this project. Enter additional tax classifications if necessary.
2	Enter the local sales or use tax location code(s) in the Location Code column. The codes are based on where the work was performed.
3	Enter the taxable contract amount for each tax classification in Column 1 Total Taxable Contract Amount . <ul style="list-style-type: none"> • Tip: The sum of the B&O amounts should equal the “Sub-Total” amount shown on the enclosed Notice of Completion of Public Works Contract form.
4	Enter the amounts you previously reported for each tax classification in Column 2 Total Taxable Amount Reported .
5	Subtract the “Column 2 Total Taxable Amount Reported” from “Column 1 Total Taxable Contract Amount” for each tax classification and enter the difference in Column 3 Taxable Amount Due .
6	Enter the tax rate for each local sales or use tax location code in Column 4 Tax Rate . If you added any B&O tax classifications in Step 1 above, enter the tax rate for each classification.
7	For each tax classification, multiply the amount in “Column 3 Taxable Amount Due” by “Column 4 Tax Rate” and enter the amount in Column 5 Total Tax Due .
8	Add the amounts in “Column 5 Total Tax Due” and enter the sum in the box for Total Tax Due/Overpaid with this Report .

In **Section B**, list the taxable amounts previously reported on your excise tax returns. You will use these amounts to support the amounts entered in Column 2, Section A.

Step	Action
1	Enter the tax classification or location codes reported on the excise tax returns for this project. The codes are based on where the work was done.
2	Enter the return period/year for each excise tax return filed for this project.
3	Enter the taxable amounts reported on the monthly or quarterly excise tax returns filed for this project. <ul style="list-style-type: none"> • Tip: The subtotal for each tax classification in the “Taxable Amount Reported per Return” column should equal the “Column 2 Total Taxable Amount Reported” entries in Section A.

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How to complete the "Public Works Contract Reconciliation of Taxes" form, continued

**Contractor's
Job File
Number**

Optional: If your business uses a tracking number to identify projects, enter this number on the "Contractor's Job File number" line located in the signature section.

**Subcontractor
Detail Form**

The Subcontractor Detail Form (enclosed) needs to be completed and returned if the project involved a Public Road Construction or Housing Authority project and the subcontractor(s) was paid \$20,000 or more.

In this form you will list the subcontractors and include their UBI number, address, a brief description of the work they performed, and the amount they were paid.

**Credit or tax
due**

- If taxes were overpaid, a refund or credit will be issued by the Department.
 - If taxes are due, submit payment to the address provided on the form, or
 - Electronically pay on DOR's website at dor.wa.gov. Log on to My Account and select Miscellaneous Payment. Choose Other and add an explanation: Public Works project for (public agency), (project name or description).
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**Need
Assistance?**

Contact the Public Works section at (360) 725-7588 or pwc@dor.wa.gov.

SUBCONTRACTOR DETAIL

Public Road Construction and Housing Authority Projects
Only List Subcontractors Who Were Paid \$20,000 or More

Please provide the following information:

Contractor's Name/UBI _____

Description of the Job _____

Public Agency _____

Date Job Started _____ Date Job Ended _____

Name of Subcontractor	UBI	Address	Description of Work	Amount Paid