Reseller Permit

Department of
Revenue
Washington State

Introduction

Buy goods to resell?

Sell to customers at wholesale?

Welcome.

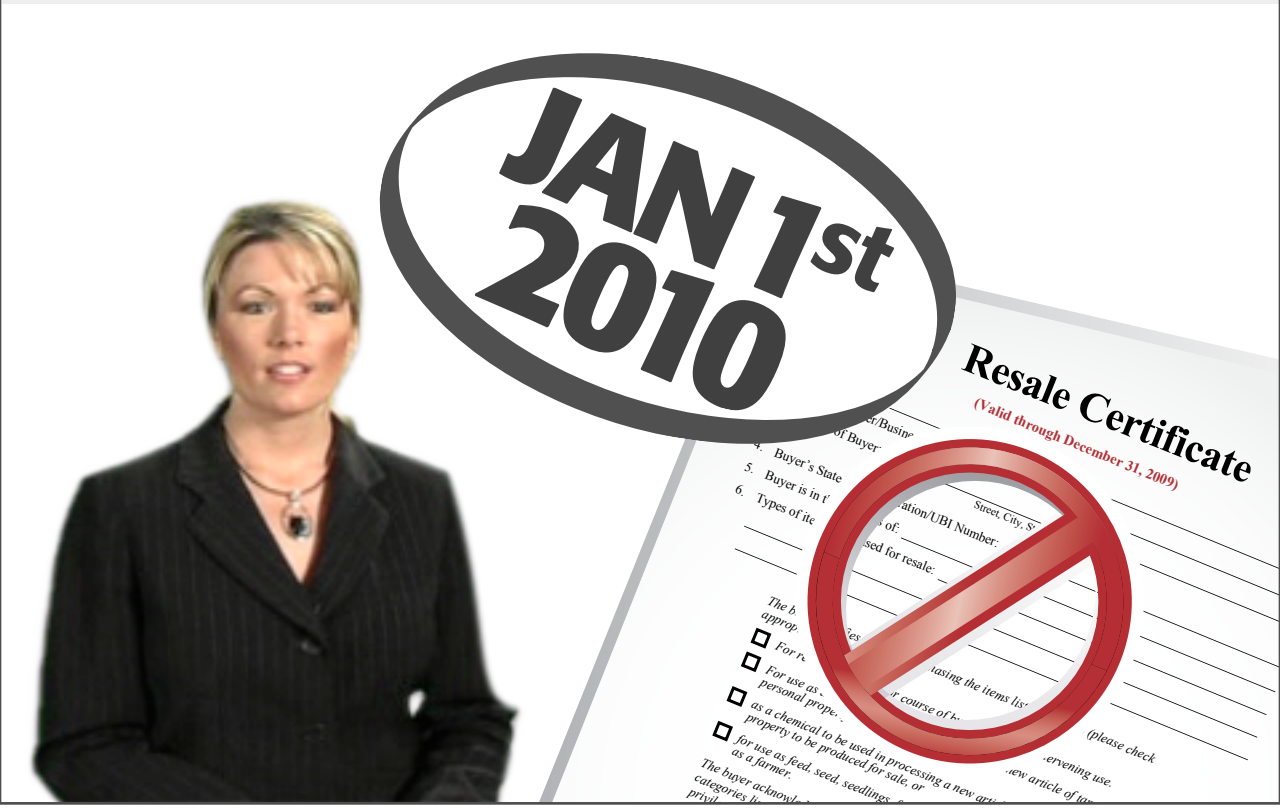
Do you buy goods to resell?

Do you sell to customers at wholesale?

If so, you need to know about Washington's change from the resale certificate to the reseller permit.

These documents allow businesses to purchase items for resale without paying sales tax.

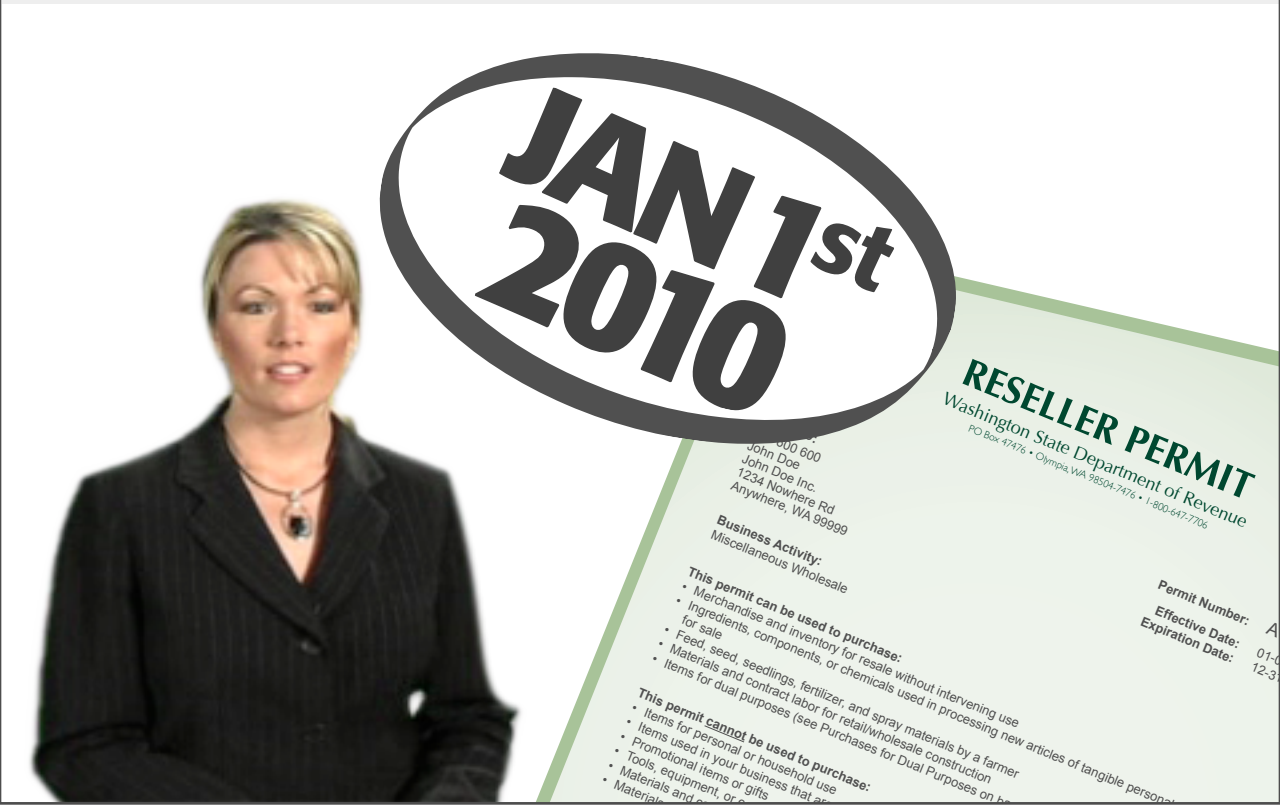
Introduction



The resale certificate is the document businesses have been using to buy goods they resell, without paying sales tax.

Beginning January 1, 2010, resale certificates are no longer valid.

Introduction



Instead, if your business buys good to resell, you will need to use a reseller permit, which is issued by the Department of Revenue.

The new permit is free and, again -- like the resale certificate -- allows you to buy things you resell, without paying sales tax.

But, the way you GET your reseller permit, AND the way you use it, will be a little different. THAT'S what we'll cover today.

Also, if you sell to customers at wholesale, there are a few things you'll need to know as you accept the new reseller permit.

We're glad you've joined us to learn more. All you need to do to get started is choose the section of this video that applies to YOUR business.

What should I do with resale certificates?

JANUARY 1, 2010

Beginning January 1, 2010, do not accept resale certificates from your customers. All resale certificates…including those you have on file…are no longer valid on January first.

What should I do with resale certificates?

Keep old resale certificates on file for 5 years from last use

However, you should KEEP old resale certificates on file until five years from their last use. This means the longest you would hold a resale certificate would be until December 31, 2014.

It's good to have these certificates on file in case you are audited and need to provide documentation for past wholesale sales.

How do I handle reseller permits?

Beginning January 1, 2010, a customer should have a permit to make wholesale purchases

- Take a copy of the permit
- Keep it on file for 5 years from last use

Beginning January 1, 2010, a customer should have a reseller permit to make wholesale purchases without paying sales tax. If they don't, you need to charge them sales tax.

If you sell to farmers, they may use a reseller permit or the Farmer's Certificate for Wholesale Purchases and Sales Tax Exemptions.

To accept the permit, take a copy of it from your customer and keep it on file. Do NOT take your customer's original!

Keep the reseller permit copy…either paper or electronic…on file for five years from the last time it was used.

What can I do to get ready?

Start collecting copies of your customers' reseller permits between now and December

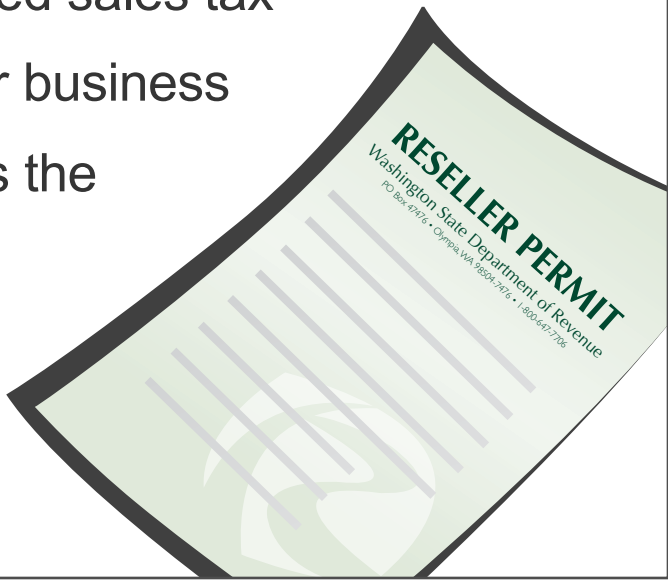
- Reseller permits are valid January 1

Your customers will begin receiving their reseller permits as early as September.

You can start collecting copies of these for your files between now and December, keeping in mind permits are not valid until January first.

What can I do to get ready?

- Remind your wholesale customers that they will need a reseller permit or they will be charged sales tax
- Put up a flyer in your business
- Give your customers the information sheet



For your wholesale customers who AREN'T already giving you copies of their permits, you can begin reminding them that they should give you one by January first.

We have produced a flyer you can put up in your business to remind customers of the change. You can get to it from the link in the "Resources for sellers" tab below this video.

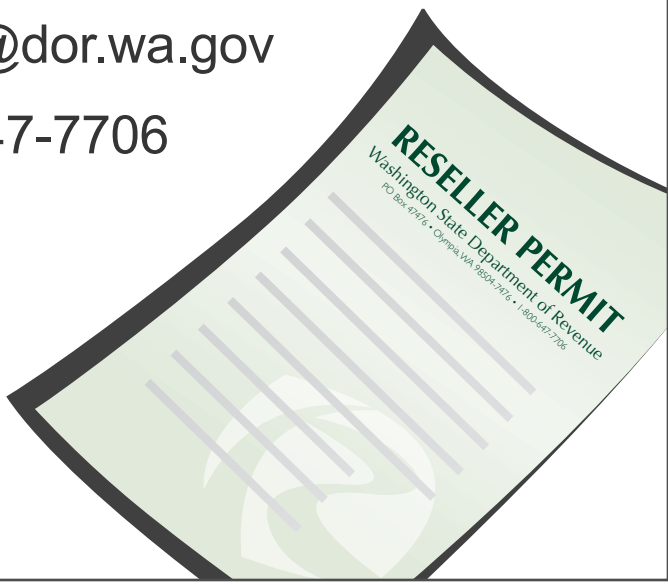
We also have an information sheet you can print and give to your customers so they know more about the change. It's also available from a link below.

Learn more

dor.wa.gov/resellerpermit

reseller@dor.wa.gov

1-800-647-7706



We know the move to the new reseller permit means a change in how you do business. We appreciate your support and cooperation.

You can learn more by following the links below.

If you have any questions, please check out our web site, drop us an e-mail, or give us a call.

Thanks for watching.