# Instructions for Completing the Combined Excise Tax Return

*(Keep these instructions for future reference)*

▶ **Use black ink and return the original form.**

## Section I – State Business and Occupation (B&O) Tax:

### Lines 1-17

1. Locate the B&O Tax classification for your business. Enter the gross income from your Washington business activities under Gross Amount.
2. Calculate your total Deductions. **(Deductions do not apply to all taxpayers)**
   a. On pages 3 and 4, Deduction Detail, locate the line number and activity that corresponds to the line number of your B&O tax classification on page 1 of the tax return.
   b. Enter the amount of your deduction next to the appropriate deduction type.
   c. For each B&O Tax classification, enter the total amount of deductions in the Total box.
   d. Transfer the total deduction amount to the corresponding line on page 1 of your return.
3. On page 1, subtract the Deductions from the Gross Amount and enter that number under Taxable Amount.
4. Multiply each taxable amount by the rate shown and enter the amount under Tax Due.
5. Add Tax Due amounts (lines 1-17) and enter the total in the Total B&O Tax Box.

## Section II – State Sales & Use Tax, Lines 18-19

### State Retail Sales Tax, Line 18

1. Enter the gross amount. This amount must be the same as the Retailing gross amount on line 17.
2. Enter all deduction amounts on the Deduction Detail Page.
3. Add all deductions and transfer the total amount to Page 1, line 18.
4. On page 1, subtract the deductions from the gross amount. Enter that number under Taxable Amount.
5. Multiply the taxable amount by the rate shown and enter that number under Tax Due.

### State Use Tax, Line 19

1. Under Gross Amount, enter the value of the articles used or consumed in Washington State on which sales tax has not been paid.
2. Multiply the gross amount by the rate shown and enter the amount under Tax Due.

## Section III - Local City and/or County Sales and Use Tax

### Local Retail Sales Tax Lines 20-23

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report local retail sales tax on page 1 of the Local Sales & Use Tax Addendum. To access the addendum or to find current location codes and rates, go to our website at **dor.wa.gov**.
2. Enter the taxable amount for each location.
3. Multiply taxable amounts by the local rate and enter under Tax Due City or Co.
4. Add the taxable amounts and enter the sum under Total Taxable. This amount must be the same as the Retail Sales Taxable Amount on line 18.

### Local Use Tax/Deferred Sales Tax, Lines 24-25

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report local use tax/deferred sales tax on page 2 of the Local Sales & Use Tax Addendum. To access the addendum go to our website at **dor.wa.gov**.
2. Enter the taxable amount for each location under Value of Articles.
3. Multiply the value of articles by the rate and enter the amount under Tax Due City or Co.
4. Add the value of articles amount, and enter the sum under the Total Value of Articles. This must be the same as the gross amount on line 19.

### Other Local Sales & Use Tax/Litter Tax Lines 26-28

Motor Vehicles Sales/Leases Tax, Line 26.

- Enter the Taxable Amount for Motor Vehicle Sales/Leases.

King Co. Food and Bev Tax, Line 27.

- Enter the Taxable Amount for King County Food and Beverage sales **for income received Jan-Sept only**.

Litter Tax, Line 28.

- Enter the Taxable Amount for Litter Tax.

Multiply the taxable amounts for lines 26-28 by the rate shown and enter under Tax Due for each line.

## Section IV - Lodging Taxes

### Lines 36-49

If your business reports lodging taxes you will receive a lodging flyer with your return, refer to that flyer for instructions on filling out this portion of your return.

## Section V - Other Taxes

### Lines 50-54

1. The gross amounts for these lines are based on the value of the product. In column 1 on the line for the appropriate tax classification, write the gross amount.
2. If you have deductions, enter the total deductions in column 2. (Deductions must be itemized on page 4).
3. Subtract column 2 from column 1. Write this amount in column 3. This is your taxable amount.
4. Multiply the taxable amount in column 3 by the rate shown in column 4 and write this amount in column 5.

### Lines 55-61

1. The taxes in this section of the return are based on the quantity sold. On the line for the appropriate tax classification, write the number of items sold in the Quantity column.
2. Multiply the quantity by the rate shown in the Rate column and write this amount in the Tax Due column.

### Total Other Taxes, Lines 50-61

1. Total the amounts in the Tax Due column, lines 50-61.
2. Write this amount in the Total Other Taxes box.

## Section VI - Credits

### Lines 62-73

1. Enter credit amount(s) on the appropriate line(s).
2. Utilize the appropriate Small Business B&O Tax Credit Table, to determine if you are eligible for this credit. SBC tables can be found at **dor.wa.gov**. If you are eligible, enter the amount on line 64 in the Amount column.
3. Total all credits on lines 62-73, and write this amount in the Total Credit box. Transfer this amount to Section VII, line 33 on page 1 of the return.
4. Attach any documents or schedules required to support your credit(s) to the tax return.

## Section VII - Totals

### Lines 29-35

1. Total all tax due amounts on page 1. Write this total on line 29.
2. Total all tax due amounts on page 2. Write this total on line 30.
3. If applicable, write the total of all addendums on line 31. (for example, Rental Car Addendum)
4. Add lines 29-31 and write this amount on line 32.
5. Subtract line 33 from line 32 and write this amount on line 34.
6. If you file this tax return after the due date shown on page 1 of the tax return, you owe a penalty. See penalty rates on page 1 of the tax return below the due date. Multiply the penalty rate you owe by the subtotal on line 34 and write this amount on line 35.
7. Add lines 34-35 and write this amount in the Total Amount Owed box. This is the amount you owe.

For tax assistance or to request this document in an alternate format, visit http://dor.wa.gov or call 1-800-647-7706. Teletype (TTY) users may call (360) 705-6718.