



## Application for Sales Tax Refund on Purchases & Installation of Qualified Renewable Energy Equipment

<b>DOR Use Only</b>
TR _____
Period/Year _____

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address of Energy System: \_\_\_\_\_

Please complete table below. The 4-digit location code can be obtained on the department's website at dor.wa.gov by clicking on the **Find the Sales Tax Rate (GIS)** link, on the homepage.

Date of Purchase	Location of Purchase or Location of Delivery (Use 4-digit code)	Purchase Price (before tax)	Amount of Retail Sales Tax Paid	Name and Address (City, State, & Zip) of Seller and/or Installer

**Renewable Energy Facility Generating not Less Than One Kilowatt of Electricity**

Sales and use tax exemptions apply to purchases and charges for installing machinery and equipment that will be used directly to generate electricity using fuel cells, sun, wind, biomass energy, tidal and wave energy, geothermal resources, anaerobic digestion, technology that converts otherwise lost energy from exhaust, or landfill gas in a facility that generates not less than one kilowatt of electricity based on the nameplate of the equipment.

**Exemption Amount**

- **From July 1, 2009 through June 30, 2011**, the exemption is equal to 100 percent of the total sales or use tax due when the sale occurs.
- **From July 1, 2011 through December 31, 2019**, the exemption is a partial exemption in the form of a refund from the Department of Revenue for 75 percent of total sales or use tax paid to the seller when the sale occurs.

**Declaration and Authorization**

By signing this declaration, I authorize the Washington State Department of Revenue to contact the seller regarding these purchases, and confirm that I have not obtained a refund or credit for these purchases from the seller nor will I seek such a refund or credit for these purchases from the seller in the future. I waive all my rights to prior notice of disclosure of tax information specified in RCW 82.32.330.

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Name (please print)

Attach **legible copies** of your receipts to this application and mail to:

Renewable Energy Refunds  
State of Washington Department of Revenue  
PO Box 47476  
Olympia WA 98504-7476

***Make a copy of this completed application for your files.***

## Instructions

### 1. What information needs to be completed on this application?

All applicable sections must be completed, and the application must be signed. Incomplete applications will not be returned. Submit **legible copies** of receipts and invoices, not the originals.

### 2. What will happen if this application is not fully completed?

You will be notified by letter that your retail sales tax refund claim was not accepted as filed. You may reapply for a refund within the time frame allowed by statute.

### 3. What is the allowed statutory time frame to claim a refund?

No refund may be made for taxes paid more than four years after the end of calendar year in which the tax was paid to the seller.

### 4. When can I expect my refund?

The department must on a quarterly basis remit exempted amounts to qualifying purchasers who submitted applications during the previous quarter.

### 5. How can I get the 4-digit code for the location of purchase if I don't know it?

The 4-digit location code can be obtained on the department's website at [dor.wa.gov](http://dor.wa.gov) by clicking on the **Find the Sales Tax Rate (GIS)** link, on the homepage.

### 6. What documentation must be attached to this application?

You must provide **legible copies** of the following items:

- Invoices
- Receipts
- Copy of one line diagram provided with your equipment

### 7. Can I file for refund electronically?

Yes, go to the Department's website at [dor.wa.gov](http://dor.wa.gov) and register for an online account or if you are already registered, sign in to "My Account." On your My Account home page, click Email & Notices then Secure e-mail to compose a new message. In the drop down box click on Refund Requests then attach a scanned copy of this completed application and **scanned legible copies** of supporting documents.

### 8. Where do I mail this application and supporting documents if I do not file electronically?

Attn: Renewable Energy Refunds  
Washington State Department of Revenue  
PO Box 47476  
Olympia WA 98504-7476

### 9. What records should I keep to support the refund claim?

Keep all supporting documents such as original receipts or invoices, proof of tax paid, and documents describing the machinery and equipment.

### 10. What if I have questions about this application?

Call the Department of Revenue at 1-800-647-7706, or send an email inquiry to **[communications@dor.wa.gov](mailto:communications@dor.wa.gov)**

If you have questions about an application you have already submitted, call (360) 902-7151.

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington State Relay Service by calling 711.