

► **Use Black Ink & Return Original Form**

Tax Registration Number

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**No Business Activity?**

**File by telephone:** Call (800) 647-7706

Enter code 111 and follow these steps:

- 1) Enter your 9-digit tax registration number;
- 2) Verify the number entered;
- 3) Enter 3;
- 4) Respond to the prerecorded questions.

**If you file by telephone, do not mail us your return.**

If you have no business activity and did not file by telephone, check this box, sign and mail us your return.

**Has Your Address Changed?**

If so, check appropriate box below and note changes on address above.

- Business Location Change
- Mailing Address Change

**Business Closed?**

Check this box and enter date closed \_\_\_\_/\_\_\_\_/\_\_\_\_.

For additional information, call (800) 334-8969, and enter code 430.

**Filing an Amended Return?**

Check this box and attach amended return information.

**Note:** To change your address or close your business on our web site, go to <http://dor.wa.gov> then click on **Contact Us**.

**I. State Business and Occupation (B&O) Tax**

**Insurance Agents; Insurance Brokers Commission [14]**

	Gross Amount	Deductions*	=	Taxable Amount	Rate	Tax Due
1.	<input type="text"/>	<input type="text"/>	=	<input type="text"/>	X .00484	<input type="text"/>

**Manufacturing [07]**

	Gross Amount	Deductions*	=	Taxable Amount	Rate	Tax Due
2.	<input type="text"/>	<input type="text"/>	=	<input type="text"/>	X .00484	<input type="text"/>

**Wholesaling [03]**

	Gross Amount	Deductions*	=	Taxable Amount	Rate	Tax Due
3.	<input type="text"/>	<input type="text"/>	=	<input type="text"/>	X .00484	<input type="text"/>

**Service & Other Activities [04]**

	Gross Amount	Deductions*	=	Taxable Amount	Rate	Tax Due
4.	<input type="text"/>	<input type="text"/>	=	<input type="text"/>	X .015	<input type="text"/>

**Retailing [02]**

	Gross Amount	Deductions*	=	Taxable Amount	Rate	Tax Due
5.	<input type="text"/>	<input type="text"/>	=	<input type="text"/>	X .00471	<input type="text"/>

\* Deductions taken but not itemized on page 3 and 4 will be disallowed.

(Note: Also complete State and Local Retail Sales Tax on page 2. Gross amount for Retailing and Retail Sales Tax must be the same.)

Sales and Use Tax (See page 2.) ►

**DUE DATE: June 20, 2004**

- \* 5% Penalty Assessed After June 21, 2004
- 15% Penalty Assessed After August 2, 2004
- 25% Penalty Assessed After August 31, 2004
- If the due date falls on a weekend or legal holiday, the due date is extended to the next business day.

**Mail Your Completed Return in the Envelope Provided to:**

 State of Washington  
Department of Revenue  
PO Box 34051  
Seattle, WA 98124-1051

- Make check or money order payable to the Washington State Department of Revenue.
- Please write your tax registration number on your check.
- Do not mail cash or coins.

► Signature \_\_\_\_\_

► Phone Number ( ) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

26. **Total Tax Due from Section I**  
(Tax due from lines 1-5)

27. **Total Tax Due from Section II, III, & IV**  
(Tax due from line 18)

28. **Total All Addendums** (Examples: Lodging, Local Sales/Use Tax, & Public Utility)

29. **Subtotal**

30. **Total Credit from Section V**  
(Amount of credit from line 25)

31. **Subtotal**

32. \* **Add Penalty, if Applicable**  
(Minimum \$5.00) \_\_\_\_\_ %

33. **Total Amount Due**

**VI. Totals**

<input type="text"/>

## II. State and Local Sales Tax

**State Retail Sales Tax [01]** (also complete *Local Retail Sales Tax* section below)

<b>Gross Amount</b>	<b>Deductions</b>	<b>Taxable Amount</b>	<b>Rate</b>	<b>Tax Due</b>
6. <input style="width: 100%;" type="text"/>	- <input style="width: 100%;" type="text"/>	= <input style="width: 100%;" type="text"/>	X .065	<input style="width: 100%;" type="text"/>

**Local Retail Sales Tax [45]** (enter applicable tax rate)

► *Note: If more than two locations attach Local Sales and Use Tax Addendum. To access the Addendum, go to our web site.*

	<b>Location Code</b>	<b>Taxable Amount</b>		<b>Local Rate</b>		<b>Tax Due City or County</b>
7.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	X	<input style="width: 100%;" type="text"/>	=	<input style="width: 100%;" type="text"/>
8.	<b>Location Code</b>	<b>Taxable Amount</b>	X	<b>Local Rate</b>	=	<b>Tax Due City or County</b>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
9.	<b>Total Taxable Amount</b>	<b>Total Taxable Amount **</b>				
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				

\*\*This amount must be the same as State Retail Sales Taxable Amount, line 6.

## III. State and Local Use Tax

**State Use Tax/Deferred Sales Tax [05]** (also complete *Local Use Tax/Deferred Sales Tax* below)

<b>Gross Amount ***</b>		<b>Rate</b>	<b>Tax Due</b>
10. <input style="width: 100%;" type="text"/>	***Value of articles used or consumed on which no Washington sales tax has been paid.	X .065 =	<input style="width: 100%;" type="text"/>

**Local Use Tax/Deferred Sales Tax [46]** (enter applicable tax rate)

► *If more than two locations attach Local Sales and Use Tax Addendum. To access the Addendum, go to our web site.*

	<b>Location Code</b>	<b>Value of Articles</b>		<b>Local Rate</b>		<b>Tax Due City or County</b>
11.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	X	<input style="width: 100%;" type="text"/>	=	<input style="width: 100%;" type="text"/>
12.	<b>Location Code</b>	<b>Value of Articles</b>	X	<b>Local Rate</b>	=	<b>Tax Due City or County</b>
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
13.	<b>Total Value of Articles</b>	<b>Total Value of Articles ****</b>				
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				

\*\*\*\* This amount must be the same as State Use Tax/Deferred Sales Tax Gross Amount, line 10.

## IV. Other Local Sales and Use Tax/Litter Tax

14. <b>Motor Vehicle Sales/Leases Tax [120]</b>	<b>Taxable Amount</b>		<b>Rate</b>	<b>Tax Due</b>
	<input style="width: 100%;" type="text"/>	X	.003 =	<input style="width: 100%;" type="text"/>
15. <b>Regional Transit Authority (RTA) Tax [89]</b>	<b>Taxable Amount</b>	X	.004 =	<b>Tax Due</b>
	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
16. <b>King County Food &amp; Beverage Tax [90]</b>	<b>Taxable Amount</b>	X	.005 =	<b>Tax Due</b>
	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
17. <b>Litter Tax [36]</b>	<b>Taxable Amount</b>	X	.00015 =	<b>Tax Due</b>
	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>

18. **Total Tax Due from Sections II, III, & IV**  
(Transfer total to page 1, line 27.)

Tax Due

**Want an easier way to file?**

Go to E-file (Electronic Filing) at <http://dor.wa.gov>. You can file your return quickly and easily or register for E-file. For assistance, call 1-877-345-3353.

**Need help? Unsure how to file?**

**For Internet Assistance** - Go to the Department of Revenue's web site at <http://dor.wa.gov>.

Click on **Forms** to access instructions for completing the Business & Occupation Activities Return, Local Sales and Use Tax Addendum, and other tax related forms.

**For Telephone Assistance**, or if this return does not include your reporting classifications, please call the Telephone Information Center at 1-800-647-7706.

**Applying for a Penalty Waiver?**

Check this box and attach waiver request.

For penalty waiver criteria information, go to <http://dor.wa.gov>, or you may call 1-800-334-8969 and enter code 429.

To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 486-2342. Teletype (TTY) users may call (800) 451-7985.

## V. Credits

19. <b>Small Business B&amp;O Tax Credit</b> (See enclosed.)		<b>Amount of Credit</b>		<b>Tax Due</b>
	[815]	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
20. <b>Manufacturing Software; Programming Rural Employment B&amp;O Credit</b>	[860]	<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
21. <b>Help Desk Services B&amp;O Credit</b>	[865]	<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
22. <b>Alternatives to Field Burning B&amp;O Credit</b>	[875]	<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
23. <b>International Services Credit</b>	[855]	<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
24. <b>Other Credits</b> (Examples: Multiple Activities, Bad Debt, High Technology) Attach appropriate documents.		<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
25. <b>Total Credit</b> (Transfer total to page 1, line 30.)		<b>Amount of Credit</b>		<input style="width: 100%;" type="text"/>
		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>



**6. Retail Sales Tax**

	I.D.	Amount
Bad Debts	[0101]	<input type="text"/>
Cash & Trade Discounts	[0102]	<input type="text"/>
Interstate & Foreign Sales	[0104]	<input type="text"/>
Tax in Gross	[0114]	<input type="text"/>
Sales to U.S. Government	[0118]	<input type="text"/>
Motor Vehicle Fuel Sales	[0119]	<input type="text"/>
Prescription Drugs/Hearing Aids/Lenses/etc	[0121]	<input type="text"/>
Exempt Food Sales	[0122]	<input type="text"/>
Qualified Nonresident Sales	[0123]	<input type="text"/>
Trade-in Allowance	[0124]	<input type="text"/>
Newspapers	[0125]	<input type="text"/>
Certain Network Telephone Service	[0126]	<input type="text"/>
Sales to Indians with Delivery on the Reservation	[0128]	<input type="text"/>
Sales of Feed to Fish Farmers	[0129]	<input type="text"/>
Taxable Amount for Tax Paid at Source	[0130]	<input type="text"/>
Returns & Allowances	[0131]	<input type="text"/>
Sales to Nonprofit Organizations of Artistic/Cultural Art Objects for Displays	[0132]	<input type="text"/>
Ride-Sharing Vans	[0134]	<input type="text"/>
Purebred Livestock for Breeding	[0135]	<input type="text"/>
Tax Deferral/Investment Certificate No. _____	[0136]	<input type="text"/>
Sale of Manufacturing Machinery/Equipment; Install Labor	[0156]	<input type="text"/>
Direct Pay Permits	[0170]	<input type="text"/>
Other (Explain below): _____ _____	[0199]	<input type="text"/>
	<b>Total</b>	<input type="text"/>

► Not all deductions are allowable from both Retailing Business and Occupation Tax and Retail Sales Tax.

► Please include this Deduction Detail page with your return.

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