Instructions for Completing the Retailing and Other Activities Return

♦ *(Keep these instructions for future reference)* ♦

▶ If this return does not include your reporting classification, please call the Telephone Information Center at 1-800-647-7706.

▶ Use black ink and return the original form.

Section I - State Business and Occupation (B&O) Tax, Lines 1-6

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 page 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*. 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 1-6) and enter the total on line 28.

Section II – State and Local Retail Sales Tax, Lines 7-10

State Retail Sales Tax, Line 7

1. Enter the *Gross Amount*. This amount must be the same as the Retailing Gross Amount on line 6.
2. Enter all deduction amounts on the Deduction Detail page.
3. Add all deductions and transfer the total amount to page 2, line 7.
4. On page 2, 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*.

Local Retail Sales Tax, Lines 8-10

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report all information on the *Local Retail Sales Tax Addendum*. To access the Addendum or to find current location codes and rates, go to our web site at http://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 County*.
4. Add the *Taxable Amounts* and enter the sum under *Total Taxable Amount* on line 10. This amount must be the same as the Retail Sales Taxable Amount on line 7.

Section III - State and Local Use Tax, Lines 11-14

State Use Tax/Deferred Sales Tax, Line 11

1. Under *Gross Amount*, enter the value of 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*.

Local Use Tax/Deferred Sales Tax, Lines 12-14

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report all information on the *Local Use Tax/Deferred Sales Tax Addendum*. To access the Addendum, visit our web site at http://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 County*.
4. Add the *Value of Article* amounts and enter the sum under *Total Value of Articles*. This must be the same as the *gross amount* on line 11.

Section IV – Other Local Sales and Use Tax/Litter Tax, Lines 15-18

Motor Vehicle Sales/Leases Tax, Line 15
Regional Transit Authority (RTA) Tax, Line 16
King County Food and Beverage Tax, Line 17
Litter Tax, Line 18

1. Enter the *Taxable Amount* for Motor Vehicle Sales/Leases Tax.
2. Enter the *Taxable Amount* for articles used within the Regional Transit Authority areas.
3. Enter the *Taxable Amount* for King County Food and Beverage Tax.
4. Enter the *Taxable Amount* for Litter Tax.
5. Multiply the taxable amount for lines 15-18 by the rate shown and enter under *Tax Due* for each line.

Total Tax Due from Sections II, III, & IV, Line 19

1. Add the *Tax Due* amounts, (lines 7-18), and enter the sum on line 19. Transfer this total to page 1, line 29.

Section V - Credits, Lines 20-27

1. Identify qualifying credits and enter the figures under *Amount of Credit*. Please attach appropriate documents.
2. Add lines 20-26 and enter the sum on line 27, *Total Credit*. Transfer this total to page 1, line 32.

Section VI – Totals, Page 1, Lines 28–35

1. On line 30, enter sum of all addendums.
2. Add lines 28-30, and enter subtotal on line 31.
3. Subtract line 32 from line 31, and enter subtotal on line 33.
4. Enter penalty amount, if applicable on line 34.
5. Add line 33 to line 34 and enter amount on line 35. This is your *total amount due*.

Finishing Your Tax Return

To help us process your tax return, please:

1. Make sure the gross amounts reported were earned during the reporting period shown on the return.
2. If you have deductions, print your name and DOR Tax Registration number on the top of page 3, Deduction Detail page.
3. Attach the Deduction Detail page and any credit schedules or addendums to your return, if applicable.
4. **Sign and date the return.**
5. Write a daytime phone number, including area code.