



# Wholesaler's/Retailer's Use Tax Worksheet

EXC/UTI

Name of Business \_\_\_\_\_ Tax Registration Number \_\_\_\_\_ Period/Year \_\_\_\_ / \_\_\_\_

	2003	2002	2001	2000
1. Total tangible personal property (not real property) as listed on Internal Revenue Form 4562.....	\$ _____	\$ _____	\$ _____	\$ _____
2. Enter the amount from Line 1 for which sales or use tax was not paid.....	\$ _____	\$ _____	\$ _____	\$ _____
3. Total purchases of consumable items not included on Line 1 (Refer to the instructions on the back for examples) .....	\$ _____	\$ _____	\$ _____	\$ _____
4. Enter the amount from Line 3 for which sales or use tax was not paid.....	\$ _____	\$ _____	\$ _____	\$ _____
5. Add lines 2 and 4 .....	\$ _____	\$ _____	\$ _____	\$ _____
6. Add the amounts for each year shown on line 5. <b>This is your total amount subject to use tax.</b> .....	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">\$ _____</div> <div>← Report this amount as subject to use tax on your next excise tax return.</div> </div>			

Person responsible for reporting taxes on the Washington State excise tax returns for this business \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Mail this completed worksheet to the following address, even if line 6 is zero.**

Department of Revenue  
PO Box 47478  
Olympia, Washington 98504-7478

## Instructions for the Retailer's/Wholesaler's Use Tax Worksheet

Complete the business name, tax registration number, and the period/year. The period/year should indicate the period (month or quarter) and year (e.g. 2003) of the tax return on which the tax is being reported (e.g. December/2003).

### Do the following for years 2003, 2002, 2001, and 2000

**Line 1** – Include all depreciable personal property placed into service during the year. This amount should be the same as amounts reported on IRS Form 4562.

**Line 2** – Show the cost of depreciable personal property on line 1 upon which sales or use tax is still due.

**Line 3** – Show the cost of items not included on line 1. Examples of items that may or may not be included on line 1 include:

- ◆ Displays, shelving, display cases, racks, check-out counters, scanners, security equipment, cash register equipment, decorations, and interior/exterior signs
- ◆ Computers, fax machines, copiers, scanners, furniture, prepackaged software, and other office equipment
- ◆ Books, magazines, stationery, forms, and office supplies

**Line 4** – Show the cost of items listed on line 3 upon which sales or use tax is still due.

**Line 5** – Add the amounts shown on lines 2 and 4.

**Line 6** – Add the amounts for each year shown on line 5. This is the amount that you will put on your Excise Tax Return or Use Tax Return.

For tax assistance visit <http://dor.wa.gov> or call 1-800-647-7706. 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 1-800-451-7985.