



PRE-CONSULTATION VISIT QUESTIONNAIRE

Please respond to the following items in black or blue ink

Tax Registration Number: - -

Date: / /

- 1. Describe your business activity...
2. Do you receive miscellaneous income...
3. Do you bill customers for freight/shipping charges...
4. Do you separately bill customers for reimbursement of expenses...
5. Do you exchange goods/services for other goods/services...
6. Do you collect retail sales tax...
7. Have you sold business assets...
8. Do you offer cash/trade discounts or other allowances...
9. Do you make sales or provide services to customers outside Washington?
10. Do you make in-state sales or provide services to:
a. Non-residents?
b. Native Americans?
c. Government agencies?
11. Do you have uncollectible sales/bad debts?
12. Do you issue or accept exemption certificates for:
a. Resale?
b. Manufacturer's Machinery & Equipment?
c. Tax Deferrals?
d. Others? Describe:
13. Are there other specific issues or questions you would like to discuss during the consultation visit?

Business Name: Contact Person
Telephone Number: () Best time for us to contact you:

For tax assistance, visit 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) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

Please fax, mail, or deliver to the Field Office nearest you or
fax to Audit Standards & Procedures at (360) 586 5886.

Department of Revenue
Field Office Locations

BELLINGHAM (360) 676-2114

Mon-Fri 8am-11:30am, 12:30pm-5pm

Fax: (360) 676-2124

Delivery Address:

1904 Humboldt Street, Suite A

Mailing Address:

Post Office Box 1176 98227-1176

EVERETT (425) 356-4800

Mon-Fri 8am-5pm

Fax: (425) 356-4840

Delivery & Mailing Address:

9930 Evergreen Way, Suite Y-150

98204-3893

KENT (253) 437-3440

Mon-Fri 8am-5pm

Fax: (253) 437-3491

Delivery & Mailing Address:

20819 72nd Avenue South, Suite 680

98032

PORT ANGELES (360) 417-9900

Mon, Wed, & Fri 8am-11:30am,

12:30pm-5pm; Closed Tues & Thurs

Fax: (360) 417-9915

Delivery Address:

734 East First Street, Suite B

Mailing Address:

Post Office Box 400 98362-0064

RICHLAND (509) 734-7526

Mon-Fri 8am-11:30am, 12:30pm-5pm

Fax: (509) 734-7535

Delivery Address:

1657 Fowler Street

Mailing Address:

Post Office Box 140 99352

SEATTLE (206) 956-3000

Mon-Fri 8am-5pm

Fax: (206) 956-3037

Delivery & Mailing Address:

2101 4th Avenue, Suite 1400

98121-2300

SPOKANE (509) 327-0200

Mon-Fri 8am-5pm

Fax: (509) 327-022

Delivery & Mailing Address:

1330 North Washington, Suite 5600

99201-2456

TACOMA (253) 382-2000

Mon-Fri 8am-5pm

Fax: (253) 382-2011

Delivery Address:

3315 South 23rd Street, Suite 300

Mailing Address:

Post Office Box 111180 98411-1180

TUMWATER (360) 725-7515

Mon-Fri 8am-5pm

Fax: (360) 586-7603

Delivery Address:

6500 Linderson Way SW, Suite 101

Mailing Address:

Post Office Box 47474 98504-7474

VANCOUVER (360) 256-2060

Mon-Fri 8am-5pm

Fax: (360) 256-2070

Delivery Address:

8008 NE 4th Plain Blvd, Suite 320

Mailing Address:

Post Office Box 1648 98668-1648

WENATCHEE (509) 663-9714

Mon-Fri 8am-11:30am, 12:30pm-5pm

Fax: (509) 664-1243

Delivery Address:

630 North Chelan Avenue, Suite B3

Mailing Address:

Post Office Box 220 98807-0220

YAKIMA (509) 454-5160

Mon-Fri 8am-11:30am, 12:30pm-5pm

Fax: (509) 454-5170

Delivery & Mailing Address:

3703 River Road, Suite 3

98902-7325