



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 or to request this document in an alternate format, visit http://dor.wa.gov or call 1-800-647-7706. Teletype (TTY) users may call (360) 705-6718.

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) 594-4840**

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

Fax: (360) 594-4888

Delivery Address:

1904 Humboldt Street, Suite A  
Bellingham, WA 98225

Mailing Address:

Post Office Box 1176 98227-1176

**Bothell (425) 984-6400**

Mon-Fri 8am-5pm

Fax: (425) 356-4840

Delivery Address:

19800 North Creek Parkway, Suite 101  
Bothell, WA 98011-8206

Mailing Address:

PO Box 1619  
Bothell, WA 98041-1619

**KENT (425) 656-5100**

Mon-Fri 8am-5pm

Fax: (425) 656-5157

Delivery & Mailing Address:

20819 72<sup>nd</sup> Avenue South, Suite 680  
Kent, WA 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  
Port Angeles, WA 98362

Mailing Address:

Post Office Box 400 98362-0064

**RICHLAND (509) 987-1201**

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

Fax: (509) 987-1220

Delivery Address:

1657 Fowler Street  
Richland, WA 99352

Mailing Address:

Post Office Box 140 99352

**SEATTLE (206) 727-5300**

Mon-Fri 8am-5pm

Fax: (206) 727-5319

Delivery & Mailing Address:

2101 4<sup>th</sup> Avenue, Suite 1400  
Seattle, WA 98121-2300

**SPOKANE (509) 327-0200**

Mon-Fri 8am-5pm

Fax: (509) 327-0225

Delivery & Mailing Address:

1330 North Washington, Suite 5600  
Spokane, WA 99201-2456

**TACOMA (253) 382-2000**

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

Fax: (253) 382-2011

Delivery Address:

3315 South 23<sup>rd</sup> Street, Suite 300  
Tacoma, WA 98405

Mailing Address:

Post Office Box 111180 98411-1180

**TUMWATER (800) 647-7706**

Mon-Fri 8am-5pm

Fax: (360) 705-6655

Delivery Address:

6500 Linderson Way SW, Suite 101  
Tumwater, WA 98501

Mailing Address:

Post Office Box 47474 98504-7474

**VANCOUVER (360) 256-2060**

Mon-Fri 8am-5pm

Fax: (360) 256-2070

Delivery Address:

8008 NE 4<sup>th</sup> Plain Blvd, Suite 320  
Vancouver, WA 98662

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  
Wenatchee, WA 98801

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  
Yakima, WA 98902-7325