

Summary Report

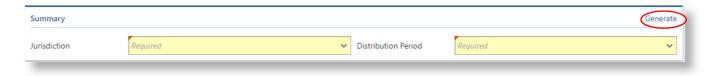
(called "Local Tax Distribution Summary Report")

This list describes the column headers you'll see on the new summary page in this order:

Column Header	Definition
Line Code	A unique number assigned to each tax.
Тах Туре	 Tax name. Examples: Regular & Optional Transportation Communication Transient Rental
Starting Balance	Displays any balances carried over from a prior distribution period.
Accumulation	Amount of tax accumulated.
Adjustment	Used to identify special situations where an adjustment is made. Examples include repayments or a negative balance from a previous distribution that is carried forward.
Pool	Portion of the pool account distributed to the jurisdiction, if applicable to the tax.
Admin Fee	Department of Revenue administration fee, if applicable.
Distribution	The final amount the Office of the State Treasurer (OST) distributes.

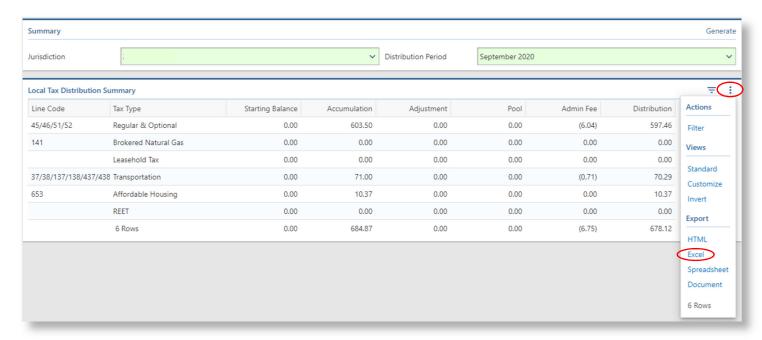
Here's how you would export your data in the new summary report:

- 1. Fill in the required, yellow box titled "Jurisdiction," and select the applicable "Distribution Period."
- 2. Click on the blue button labeled "Generate."



(Continued on next page)

3. A new screen pops up with your data. Click on the three dots in the upper right hand corner to export your data.



4. Your data export to Excel looks like this:

Line Code	▼ Tax Type	▼ Starting Balance	v	Accumulation	Adjustment	Pool	Admin Fee	Distribution
45/46/51/52	Regular & Optional		0.00	603.50	0.00	0.00	(6.04)	597.46
141	Brokered Natural Gas		0.00	0.00	0.00	0.00	0.00	0.00
	Leasehold Tax		0.00	0.00	0.00	0.00	0.00	0.00
37/38/137/138/437/438	Transportation		0.00	71.00	0.00	0.00	(0.71)	70.29
653	Affordable Housing		0.00	10.37	0.00	0.00	0.00	10.37
	REET		0.00	0.00	0.00	0.00	0.00	0.00
			0.00	684.87	0.00	0.00	(6.75)	678.12

Overview Report

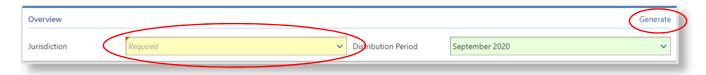
(called "Local Tax Distribution Overview")

This list describes the column headers you'll see on the new overview report in this order:

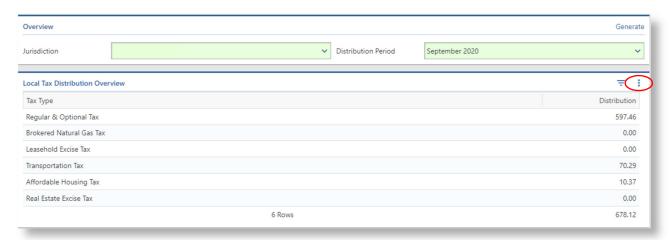
Column Header	Definition
Тах Туре	Tax name
Distribution	The final amount the Office of the State Treasurer (OST) distributes.

Here's how you would export your data in the new overview report:

- 1. Fill in the required, yellow box titled "Jurisdiction," and select the applicable "Distribution Period."
- 2. Click on the blue button labeled "Generate."



3. A new screen pops up with your data. Click on the blue export icon to export your data to Excel.



4. Your data export to Excel looks like this:

Тах Туре	▼ Distribution ▼
Regular & Optional Tax	597.46
Brokered Natural Gas Tax	0.00
Leasehold Excise Tax	0.00
Transportation Tax	70.29
Affordable Housing Tax	10.37
Real Estate Excise Tax	0.00
	678.12

Detail Report

(called "Local Tax Distribution Detail Report")

This list describes the column headers you'll see on the new detail report in this order:

Column Header	Defintion						
Name	Business Name						
Account ID	Tax Reporting Number						
Location	4 Digit Location Code Reported						
Frequency	Current Filing Frequency						
Filing Period	Return Ending Date						
Тах Туре	Tax Component Code. Examples:						
	 45 – Regular Sales Tax 						
	 46 – Regular Use Tax 						
	 51 – Optional Sales Tax 						
	 52 – Optional Use Tax 						
	• 47 – Transient Rental						
Debt Type	Type of Transaction Posted. Examples:						
	Excise Return						
	Use Return						
	Audit						
Taxable Amount	Calculated Taxable Amount Based on						
	Tax Rate and Accumulation Amount for						
	the Tax Type						
Accumulation	Tax Amount Accumulated						

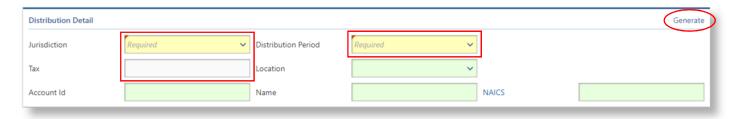
This list describes the column headers you'll see after you download your data:

Column Header	Definition						
Distribution Year-Month	Distribution Period						
Account ID	Tax Reporting Number						
Filing Period Month	Return Filing Month						
Filing Period Year	Return Filing Year						
Debt Type	Type of Transaction Posted. Examples:						
Тах Туре	Tax Component Code. Examples: • 45 – Regular Sales Tax • 46 – Regular Use Tax • 51 – Optional Sales Tax • 52 – Optional Use Tax • 47 – Transient Rental						
Location	4 Digit Location Code Reported						

Taxable Amount	Calculated Taxable Amount Based on Tax Rate and Accumulation Amount for the Tax Type
Accumulation Amount	Tax Amount Accumulated
Name	Business Name
Open Date	Business Open Date
Close Date	Business Close Date
Frequency	Current Filing Frequency
NAICS	Assigned Industry Classification
Street	Business Address
Street 2	
City	
State	
Zip	
Zip +4	
Owner Type	Business Type. Examples:
	 Corporation
	• Partnership
	Sole Proprietor

Here's how you would export your data in the new detail report:

- 1. Fill in the required, yellow boxes titled "Jurisdiction," "Tax," and "Distribution Period. Additional boxes are optional.
- 2. Click on the blue button labeled "Generate."



3. A new screen pops up with your data. Click on the "Download Results" button to export your CSV file.

Distribution Detail					Generate
Jurisdiction	~	Distribution Period	September 2020 V		
Tax	Regular & Optional V	Location	~		
Account Id		Name		NAICS	
The tayable amount is cals	lated based on the tay sate and asse		Th		

The taxable amount is calculated based on the tax rate and accumulation amount for the tax type. There may be some differences between calculated and reported taxable amounts due to rounding and partial payments. The taxable amount for audit and excise refund transactions will display as 0.00 as these transactions include multiple filing periods.

The transient rental detail reports are available beginning with the September 2019 distribution. This information is not available for periods prior to September 2019.

Results						(Download Results	ownload File Layout	Ŧ	÷
Name	Account ID	Location	Frequenc	Filing Period	Tax Type	Debt 1	Taxable Amount	Accumulation	NAIC	CS
TEST CORP EXC	123-456-789	1234	Monthly	2/29/2020	45 - Regular Local Sales Tax	Excise	71,000.00	301.75	1111	10
TEST CORP EXC	123-456-789	1234	Monthly	2/29/2020	51 - Optional Local Sales Tax	Excise	71,000.00	301.75	1111	10
				2 Rows				603.50		

4. Your data exports to Excel and looks like this:

1	Α	В	C	D	E	F	G	H	1	J	K	L	M	N	0	P	Q	R	S	T	U
	Distribution		Filing Period	Filing				Taxable	Accumulation			Close									
1	Year-Mon	Account ID	Month	Period Year	Debt Type	Тах Туре	Location	Amount	Amount	Name	Open Date	Date	Frequency	NAICS	Street	Street 2	City	State	Zip	Zip + 4	Owner Type
2	20-Sep	123456789	2	2020	Excise Return	45	1234	71,000.00	301.75	TEST CORP EXC	01/01/2020		Monthly	111110	123 MAIN ST		SEATTLE	WA	98104	1900	Corporation
3	20-Sep	123456789	2	2020	Excise Return	51	1234	71,000.00	301.75	TEST CORP EXC	01/01/2020		Monthly	111110	123 MAIN ST		SEATTLE	WA	98104	1900	Corporation