

REQUEST FOR TAX STATUS

For the Department of Revenue to release tax status information, this form must have an authorizing signature from the taxpayer as follows:

- Sole Proprietor - Signature of sole proprietor.
- Partnership - Signature of any one of the partners.
- Corporation* - Signature of one of the corporate officers such as:
 - President
 - Vice President
 - Treasurer

*Corporations include LLC's.

Complete the Following:

| TAXPAYER INFORMATION | |
|---|---|
| Name of Business: _____ | UBI/Tax Reporting Account Number: _____ |
| Address: _____ | |
| (Street) | (City) |
| (State) | (Zip Code) |
| Phone Number: _____ | Fax Number: _____ |
| <input checked="" type="checkbox"/> <u>Authorization to release information (see instructions on back.)</u> | |
| Signature: _____ | Title: _____ |
| Print Name: _____ | Date: _____ |

| MAILING INFORMATION <i>(If information to be sent to someone other than taxpayer)</i> | |
|---|----------------------|
| Name: _____ | Business Name: _____ |
| Address: _____ | |
| (Street) | (City) |
| (State) | (Zip Code) |
| Phone Number: _____ | Fax Number: _____ |

MAIL OR FAX THIS FORM TO:

Tax Status Desk
 Department of Revenue
 Taxpayer Account Administration
 PO Box 47476
 Olympia, WA 98504-7476
 Fax: (360) 705-6174

For tax assistance or to inquire about the availability of this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.

REQUEST FOR TAX STATUS

- Request for tax status letters must be in writing.

 - There is no charge for tax status letters.

 - Request must include the following information:
 - Tax reporting account number
 - Name of business
 - Phone number for questions.
 - Address to mail letter
 - Fax number if the taxpayer requests the completed letter to be faxed.

 - For the Department of Revenue to release tax status information, the request must have an authorizing signature from the taxpayer as follows:
 - Sole Proprietor** – Signature must be from the sole proprietor.
 - Partnership** – Signature must be from any one of the partners.
 - Corporation*** – Signature must be from one of the corporate officers such as:
 - President
 - Vice President
 - Treasurer
- *Corporations include LLC's.
- The name and title should be typed or printed under the authorized signature.
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- For tax status letters to be sent to someone other than the taxpayer, the following information must be included:
 - Contact Name
 - Business
 - Address
 - Phone Number
 - Fax Number

- Requests can be faxed or mailed to the following address:

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Taxpayer Account Administration
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