

# Washington Business Activities Questionnaire

## 1 Your business information

Business name: \_\_\_\_\_ Reporting number/UBI: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ FEIN: \_\_\_\_\_  
 Website: \_\_\_\_\_

## 2 Your financial information from \_\_\_\_\_ to \_\_\_\_\_.

1. Your sales information	Worldwide	in Washington
Gross service revenue:	_____	_____
Gross royalty revenue:	_____	_____
Gross wholesaling revenue:	_____	_____
Gross retailing revenue:	_____	_____
Other:	_____	_____
2. Your expenses and asset information		
Payroll	_____	_____
Property	_____	_____

Please provide dollar amounts in U.S. dollars. Payroll includes amounts you pay to employees, corporate directors, and third party representatives. Property includes real property, personal property, loan and credit card receivables, rented property, and receivables.

3. My business has more than 200 retail transactions with Washington customers per year .....  Yes  No

## 3 Describe your business activities in Washington

Complete this section from \_\_\_\_\_ to \_\_\_\_\_.

1. Describe the business activities in Washington State and the services you provided to Washington customers.

2. Do you sell products (tangible personal property, digital products) to customers in Washington?

a. At retail to consumers or end users? .....  Yes  No

b. At wholesale for resale? .....  Yes  No

c. How are your products and services delivered to Washington customers? (mark all that apply)

Common carrier (UPS, FedEx, etc.)

Business truck

USPS

Other (describe)

3. Who do you sell your products/services to (mark all that apply)?

- Consumers
- Washington state, including counties or cities
- Manufacturers
- Resident employees
- Retailers or distributors for resale
- U.S. Government or its agencies
- Institutions (religious, non-profit, educational, etc.)
- Other (describe)

**Indicate whether your business conducts the following activities in Washington**

4. Does your business perform services outside Washington that a business or individual in Washington may benefit from, directly or indirectly? .....  Yes  No

5. Does your business make sales or provide services via the Internet? .....  Yes  No

6. Does your business have franchises in Washington? .....  Yes  No

7. Does your business receive royalty income, or licensing income from patents, trademarks, trade names, franchise fees, or copyrights? .....  Yes  No

8. Does your business issue credit cards, debit cards, or travel and entertainment cards to Washington customers? .....  Yes  No

9. Do you provide any of the following services to customers or end consumers with Washington addresses? (mark all that apply)

- Financial services
- Legal services
- Call center services
- In-state trade shows
- Other professional services (describe)
- Management services
- Training
- Collection services
- Affiliated companies

**Locations and property**

10. Has your business maintained an office or other facility in Washington? .....  Yes  No

11. Have you leased equipment for your own use in Washington? .....  Yes  No

**If yes**, when and where did you lease the property?

12. Do you have property in Washington such as a company car, land, vessels/boats, aircraft, homes, vacation property, computers, servers, etc.? .....  Yes  No

**If yes**, please describe the property in Washington:

13. Has your business maintained a stock of goods in Washington? .....  Yes  No

**If yes**, please indicate if your stock is:  Consigned

Warehoused (this includes products warehoused in Washington by a marketplace facilitator)

List addresses for all locations.

14. Do you rent or lease product (tangible personal property) to customers in Washington?.....  Yes  No

a. **If yes**, during what years?

b. Describe the property you rent or lease.

15. Does your business provide warranties for its products or services? .....  Yes  No

**If yes**, who performs the warranty service in Washington?

## 4 Your employees and third party representatives

1. Sales and/or services are performed by or through (mark all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Resident employees                               | <input type="checkbox"/> Nonresident employees*                      |
| <input type="checkbox"/> Resident independent representatives             | <input type="checkbox"/> Nonresident independent representatives*    |
| <input type="checkbox"/> Resident manufacturer's representatives          | <input type="checkbox"/> Nonresident manufacturer's representatives* |
| <input type="checkbox"/> In-state trade shows                             | <input type="checkbox"/> Affiliated companies                        |
| <input type="checkbox"/> Advertise, flyers, coupons, email, mailings, etc | <input type="checkbox"/> Affiliate program                           |
| <input type="checkbox"/> Corporate directors/board members                | <input type="checkbox"/> Marketplace facilitator                     |
| <input type="checkbox"/> Other (describe)                                 |  |

\*If you checked nonresident, how many visits per year?

For what length of time?

2. Describe the nature of your visits into Washington (demonstrations, training, installation, stock inventory, etc.)

If you do not visit Washington, mark this section N/A.

a. Date of first visit to Washington:

3. Mark any below that apply to your business or a third party that you hired:

- Performed maintenance and/or repair services in Washington
- Provided training services in Washington
- Erected or installed products in Washington
- Contracted, constructed, or built structures in Washington
- Demonstrated products, attended trade shows, passed out printed promotional materials or electronic equivalent, verbal solicitations, emails, or showcased products and services in Washington
- Entered into agreements with Washington businesses or individuals and paid a commission or other type of payment consideration for referrals
- Other (describe)

- 4. Has your business received Form 1099 for any activities you conduct in Washington?.....  Yes  No
- 5. Does your company provide Form 1099 to any Washington individual or business entity?  Yes  No
- 6. Does your business have corporate directors or board members in Washington? .....  Yes  No
- 7. Does your business have a standard form of written agreement with employees or representatives in Washington, or a job description of such people or businesses? .....  Yes  No

**If yes**, enclose a copy (or copies) for our review.

### **Ownership, affiliates, and related entity information**

- 1. Does your business have any affiliated or related entities, regardless of ownership percentage?

Yes  No

**If yes**, attach list of affiliated or related activities, and complete a separate questionnaire for each.

- 2. Is your business a parent company? .....  Yes  No
- 3. Is your business a subsidiary? .....  Yes  No
- 4. Does your business file on a federal consolidated return? .....  Yes  No

**If yes**, to question 2 or 3, provide parent company information on a separate questionnaire. You can find the Washington Business Activities Questionnaire on our website at [dor.wa.gov](http://dor.wa.gov).

- 5. Do you have an affiliate program? .....  Yes  No

**If yes**, please provide a copy of the agreement.

## **5 Your information**

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

If you are not the taxpayer, the taxpayer must fill out a [Confidential Tax Information Authorization](#) form so that we can talk to you about this account.

Please send this form to:  
 Department of Revenue  
 Compliance Administration  
 PO Box 47473  
 Olympia WA 98504-7473