

Pre-Consultation Visit Questionnaire

Please respond to the following items in black or blue ink.

Please fax, mail or deliver to the field office nearest you or fax to Audit Standards & Procedures at 360-704-5646.

Account ID:

Date:

Business name:

Contact person:

Phone:

Best time for us to contact you:

1. Describe your business activity, including various sources of income:

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| 2. Do you receive miscellaneous income (i.e., commission, interest, royalties, rents)? | Yes | No |
| 3. Do you bill customers for freight/shipping charges? | Yes | No |
| 4. Do you separately bill customers for reimbursement of expenses? | Yes | No |
| 5. Do you exchange goods/services for other goods/services? | Yes | No |
| 6. Do you collect retail sales tax? | Yes | No |
| a. Have you remitted all retail sales tax collected? | Yes | No |
| 7. Have you sold business assets (i.e., equipment, furniture, fixtures)? | Yes | No |
| 8. Do you offer cash/trade discounts or other allowances? | Yes | No |
| 9. Do you make sales or provide services to customers outside Washington? | Yes | No |

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| 10. Do you make in-state sales or provide services to: | | |
| a. Non-residents? | Yes | No |
| b. Native Americans? | Yes | No |
| c. Government agencies? | Yes | No |
| 11. Do you have uncollectible sales/bad debts? | Yes | No |
| 12. Do you issue or accept exemption certificates for: | | |
| a. Resale (Reseller Permit)? | Yes | No |
| b. Manufacturer’s Machinery & Equipment? | Yes | No |
| c. Tax Deferrals? | Yes | No |
| d. Others? Describe: | Yes | No |
| 13. Have you ever requested a written opinion or ruling from the department?
If yes, attach copy. | Yes | No |
| 14. Are you currently working with another division within the department?
If yes, which division: | Yes | No |
| 15. Are there other specific issues or questions you would like to discuss during
the consultation visit? (If yes, please share your comments below.) | Yes | No |

Department of Revenue field office locations

<p>Bellingham 360-594-4840 Mon-Weds-Fri 8am-4:30pm Fax: 360-594-4888 <i>Delivery & mailing address:</i> 1904 Humbolt Street, Suite A Bellingham WA 98225</p>	<p>Richland 509-987-1201 Mon-Fri 8am-5pm Fax: 509-987-1220 <i>Delivery & mailing address:</i> 1657 Fowler Street Richland, WA 99352</p>	<p>Tumwater 360-704-5700 Mon-Fri 8am-5pm Fax: 360-704-5646 <i>Delivery address:</i> 6500 Linderson Way SW, Suite 101 Tumwater, WA 98501 <i>Mailing address:</i> PO Box 47474 Olympia, WA 98504-7474</p>
<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>	<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>	<p>Open: Mon-Fri 8am-5pm</p>
<p>Bothell 425-984-6400 Mon-Fri 8am-5pm <i>Delivery & mailing address:</i> 19800 North Creek Pkwy, Suite 101 Bothell, WA 98011</p>	<p>Seattle 206-727-5300 Mon-Fri 8am-5pm Fax: 206-727-5319 <i>Delivery & mailing address:</i> 2101 4th Avenue, Suite 1400 Seattle, WA 98121-2300</p>	<p>Vancouver 360-256-2060 Mon-Fri 8am-5pm Fax: 360-256-2070 <i>Delivery address:</i> 8008 NE 4th Plain Blvd, Suite 230 Vancouver, WA 98662 <i>Mailing address:</i> PO Box 1648 Vancouver, WA 98668-1648</p>
<p>Open: Mon-Thurs 8:30am-4:30pm Closed: Fri</p>	<p>Open: Mon-Thurs 8:30am-4:30pm Closed: Fri</p>	<p>Open: Mon,Weds,Fri 8:30am-4:30pm Open: Mon,Weds,Fri 8:30am-4:30pm</p>
<p>Kent 425-656-5100 Mon-Fri 8am-5pm Fax: 425-656-5157 <i>Delivery & mailing address:</i> Centerpointe Campus Cascade East Building 20819 72nd Avenue South, Suite 680 Kent, WA 98032</p>	<p>Spokane 509-327-0200 Mon-Fri 8am-5pm Fax: 509-327-0225 <i>Delivery & mailing address:</i> 1330 North Washington, Suite 5600 Spokane, WA 99201-2456</p>	<p>Wenatchee 509-885-9825 Mon-Fri 8am-5pm Fax: 509-885-9847 <i>Delivery & mailing address:</i> 630 North Chelan Avenue, Suite B-3 Wenatchee, WA 98801</p>
<p>Open: Mon-Thurs 8:30am-4:30pm Closed: Fri</p>	<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>	<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>
<p>Port Angeles 360-417-9900 Mon-Fri 8am-5pm Fax: 360-417-9915 <i>Delivery & mailing address:</i> 734 East First Street, Suite B Port Angeles, WA 98362</p>	<p>Tacoma 253-382-2000 Mon-Fri 8am-5pm Fax: 253-382-2011 <i>Delivery & mailing address:</i> 3315 South 23rd Street, Suite 300 Tacoma, WA 98405</p>	<p>Yakima 509-454-5160 Mon-Fri 8am-5pm Fax: 509-454-5170 <i>Delivery & mailing address:</i> 3703 River Road, Suite 3 Yakima, WA 98902-7325</p>
<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>	<p>Open: Mon-Thurs 8:30am-4:30pm Closed: Fri</p>	<p>Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs 11:30am-12:30pm</p>