

**Leasehold Excise Tax Return
Federal Permit or Lease**

Annual 2023 | A/23

ACCOUNT ID: _____

NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

Mailing address change? New address: _____

Change in ownership? Effective change date: _____ New owner name(s): _____

Mailing address: _____ Phone number: _____

Instructions

- Column 1 (Tax Code Area) must contain the Tax Code Area (Levy Code) for each federal permit or lease. This can be obtained from the county assessor's office in the county where the property is located or from the personal property statement if applicable.
- Column 2 (Location Code) must contain the proper code for the location of the property leased. Location codes are listed on page 2.
- For each permit or lease, enter in column 3 (Taxable Rent Due) the amount of taxable rent.
- Multiply column 3 (Taxable Rent Due) by the 12.84% (0.1284) tax rate and enter this amount in column 4 (Total Tax Due). Pay this amount.
- Sign and date page 1.
- Make your check or money order payable to the Washington State Department of Revenue.
- Mail your payment and return to the address at the top of this form.
- If you have questions, please call the Department of Revenue at **360-705-6203**.

Important: If you are a new filer or need additional information on Leasehold Excise Tax, please visit our website at dor.wa.gov/leasehold.

Want to file electronically? Simply go to dor.wa.gov, click on "Log in" (upper right) to sign up for My DOR Services. Once registered follow the prompts for Leasehold Tax.

| (1) Tax Code Area** | (2) Location Code (on back) | (3) Taxable Rent Due | | (4) Total Tax Due (.1284 X Taxable Rent) | |
|------------------------|-----------------------------------|-------------------------|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total Tax Due | |
| | | | | *Add Penalty if Applicable | |
| | | | | Total Payment Enclosed | |

** Tax Code Areas are obtained from your county assessor.

DUE DATE: January 31, 2024
 * 9% Penalty Assessed After January 31, 2024
 19% Penalty Assessed After February 29, 2024
 29% Penalty Assessed After April 01, 2024
 If the due date falls on a weekend or legal holiday,
 the due date is extended to the next business day.

▸ Signature _____

▸ Phone Number _____ Date _____

Use Black Ink & Return The Original Form

WASHINGTON STATE DEPARTMENT OF REVENUE
Location Codes

| | | | | | | | | | |
|------------------------|-------------|----------------------------|-------------|-----------------------------|-------------|-----------------------------|-------------|------------------------------|-------------|
| ADAMS COUNTY | Code | GRANT COUNTY (cont) | Code | KITSAP COUNTY (cont) | Code | PIERCE COUNTY (cont) | Code | SPOKANE COUNTY (cont) | Code |
| Unincorporated Areas | 0100 | George | 1304 | Bainbridge Island | 1804 | Carbonado | 2703 | Waverly | 3211 |
| Hatton | 0101 | Grand Coulee | 1305 | Bremerton | 1801 | DuPont | 2704 | STEVENS COUNTY | |
| Lind | 0102 | Hartline | 1306 | Port Orchard | 1802 | Eatonville | 2705 | Unincorporated Areas | 3300 |
| Othello | 0103 | Krupp | 1307 | Poulsbo | 1803 | Edgewood | 2720 | Chewelah | 3301 |
| Ritzville | 0104 | Mattawa | 1308 | KITTITAS COUNTY | | Fife | 2706 | Colville | 3302 |
| Washtucna | 0105 | Moses Lake | 1309 | Unincorporated Areas | 1900 | Fircrest | 2707 | Kettle Falls | 3303 |
| ASOTIN COUNTY | | Quincy | 1310 | Cle Elum | 1901 | Gig Harbor | 2708 | Marcus | 3304 |
| Unincorporated Areas | 0200 | Royal City | 1311 | Ellensburg | 1902 | Lakewood | 2721 | Northport | 3305 |
| Asotin (City) | 0201 | Soap Lake | 1312 | Kittitas (City) | 1903 | Milton/Pierce | 2709 | Springdale | 3306 |
| Clarkston | 0202 | Warden | 1313 | Roslyn | 1904 | Orting | 2710 | THURSTON COUNTY | |
| BENTON COUNTY | | Wilson Creek | 1315 | South Cle Elum | 1905 | Pacific/Pierce | 2723 | Unincorporated Areas | 3400 |
| Unincorporated Areas | 0300 | GRAYS HARBOR COUNTY | | KLICKITAT COUNTY | | Puyallup | 2711 | Bucoda | 3401 |
| Benton City | 0301 | Unincorporated Areas | 1400 | Unincorporated Areas | 2000 | Roy | 2712 | Lacey | 3402 |
| Kennewick | 0302 | Aberdeen | 1401 | Bingen | 2001 | Ruston | 2713 | Olympia | 3403 |
| Prosser | 0303 | Cosmopolis | 1402 | Goldendale | 2002 | South Prairie | 2714 | Rainier | 3404 |
| Richland | 0304 | Elma | 1403 | White Salmon | 2003 | Steilacoom | 2715 | Tenino | 3405 |
| West Richland | 0305 | Hoquiam | 1404 | LEWIS COUNTY | | Sumner | 2716 | Tumwater | 3406 |
| CHELAN COUNTY | | McCleary | 1405 | Unincorporated Areas | 2100 | Tacoma | 2717 | Yelm | 3407 |
| Unincorporated Areas | 0400 | Montesano | 1406 | Centralia | 2101 | University Place | 2719 | WAHIAKUM COUNTY | |
| Cashmere | 0401 | Oakville | 1407 | Chehalis | 2102 | Wilkeson | 2718 | Unincorporated Areas | 3500 |
| Chelan (City) | 0402 | Ocean Shores | 1409 | Morton | 2103 | SAN JUAN COUNTY | | Cathlamet | 3501 |
| Entiat | 0403 | Westport | 1408 | Mossyrock | 2104 | Unincorporated Areas | 2800 | WALLA WALLA COUNTY | |
| Leavenworth | 0404 | ISLAND COUNTY | | Napavine | 2105 | Friday Harbor | 2801 | Unincorporated Areas | 3600 |
| Wenatchee | 0405 | Unincorporated Areas | 1500 | Pe Ell | 2106 | SKAGIT COUNTY | | College Place | 3601 |
| CLALLAM COUNTY | | Coupeville | 1501 | Toledo | 2107 | Unincorporated Areas | 2900 | Prescott | 3602 |
| Unincorporated Areas | 0500 | Langley | 1502 | Vadar | 2108 | Anacortes | 2901 | Waitsburg | 3603 |
| Forks | 0501 | Oak Harbor | 1503 | Winlock | 2109 | Burlington | 2902 | Walla Walla (City) | 3604 |
| Port Angeles | 0502 | JEFFERSON COUNTY | | LINCOLN COUNTY | | Concrete | 2903 | WHATCOM COUNTY | |
| Sequim | 0503 | Unincorporated Areas | 1600 | Unincorporated Areas | 2200 | Hamilton | 2904 | Unincorporated Areas | 3700 |
| CLARK COUNTY | | Port Townsend | 1601 | Almira | 2201 | La Conner | 2905 | Bellingham | 3701 |
| Unincorporated Areas | 0600 | KING COUNTY | | Creston | 2202 | Lyman | 2906 | Blaine | 3702 |
| Battle Ground | 0601 | Unincorporated Areas | 1700 | Davenport | 2203 | Mount Vernon | 2907 | Everson | 3703 |
| Camas | 0602 | Algona | 1701 | Harrington | 2204 | Sedro Woolley | 2908 | Ferndale | 3704 |
| La Center | 0603 | Auburn/King | 1702 | Odessa | 2205 | SKAMANIA COUNTY | | Lynden | 3705 |
| Ridgefield | 0604 | Beaux Arts Village | 1703 | Reardan | 2206 | Unincorporated Areas | 3000 | Nooksack | 3706 |
| Vancouver | 0605 | Bellevue | 1704 | Sprague | 2207 | North Bonneville | 3001 | Sumas | 3707 |
| Washougal | 0606 | Black Diamond | 1705 | Wilbur | 2208 | Stevenson | 3002 | WHITMAN COUNTY | |
| Yacolt | 0607 | Bothell/King | 1706 | MASON COUNTY | | SNOHOMISH COUNTY | | Unincorporated Areas | 3800 |
| COLUMBIA COUNTY | | Burien | 1734 | Unincorporated Areas | 2300 | Unincorporated Areas | 3100 | Albion | 3801 |
| Unincorporated Areas | 0700 | Carnation | 1707 | Shelton | 2301 | Arlington | 3101 | Colfax | 3802 |
| Dayton | 0701 | Clyde Hill | 1708 | OKANOGAN COUNTY | | Bothell/Snohomish | 3120 | Colton | 3803 |
| Starbuck | 0702 | Covington | 1712 | Unincorporated Areas | 2400 | Brier | 3102 | Endicott | 3804 |
| COWLITZ COUNTY | | Des Moines | 1709 | Brewster | 2401 | Darrington | 3103 | Farmington | 3805 |
| Unincorporated Areas | 0800 | Duvall | 1710 | Conconully | 2402 | Edmonds | 3104 | Garfield | 3806 |
| Castle Rock | 0801 | Enumclaw | 1711 | Coulee Dam | 2403 | Everett | 3105 | La Cross | 3807 |
| Kalama | 0802 | Federal Way | 1732 | Elmer City | 2404 | Gold Bar | 3106 | Lamont | 3808 |
| Kelso | 0803 | Hunts Point | 1713 | Nespelem | 2405 | Granite Falls | 3107 | Malden | 3809 |
| Longview | 0804 | Issaquah | 1714 | Okanogan (City) | 2406 | Index | 3108 | Oaksdale | 3810 |
| Woodland | 0805 | Kenmore | 1738 | Omak | 2407 | Lake Stevens | 3109 | Palouse | 3811 |
| DOUGLAS COUNTY | | Kent | 1715 | Oroville | 2408 | Lynnwood | 3110 | Pullman | 3812 |
| Unincorporated Areas | 0900 | Kirkland | 1716 | Pateros | 2409 | Marysville | 3111 | Rosalia | 3813 |
| Bridgeport | 0901 | Lake Forest Park | 1717 | Riverside | 2410 | Mill Creek | 3119 | St. John | 3814 |
| East Wenatchee | 0902 | Maple Valley | 1720 | Tonasket | 2411 | Monroe | 3112 | Tekoa | 3815 |
| Mansfield | 0903 | Medina | 1718 | Twisp | 2412 | Mountlake Terrace | 3113 | Uniontown | 3816 |
| Rock Island | 0904 | Mercer Island | 1719 | Winthrop | 2413 | Mukilteo | 3114 | YAKIMA COUNTY | |
| Waterville | 0905 | Milton/King | 1731 | PACIFIC COUNTY | | Snohomish (City) | 3115 | Unincorporated Areas | 3900 |
| FERRY COUNTY | | Newcastle | 1736 | Unincorporated Areas | 2500 | Stanwood | 3116 | Grandview | 3901 |
| Unincorporated Areas | 1000 | Normandy Park | 1721 | Ilwaco | 2501 | Sultan | 3117 | Granger | 3902 |
| Republic | 1001 | North Bend | 1722 | Long Beach | 2502 | Woodway | 3118 | Harrah | 3903 |
| FRANKLIN COUNTY | | Pacific/King | 1723 | Raymond | 2503 | SPOKANE COUNTY | | Mabton | 3904 |
| Unincorporated Areas | 1100 | Redmond | 1724 | South Bend | 2504 | Unincorporated Areas | 3200 | Moxee City | 3905 |
| Connell | 1101 | Renton | 1725 | PEND OREILLE COUNTY | | Airway Heights | 3201 | Naches | 3906 |
| Kahlotus | 1102 | Sammamish | 1739 | Unincorporated Areas | 2600 | Cheney | 3202 | Selah | 3907 |
| Mesa | 1103 | Sea Tac | 1733 | Cusick | 2601 | Deer Park | 3203 | Sunnyside | 3908 |
| Pasco | 1104 | Seattle | 1726 | Ione | 2602 | Fairfield | 3204 | Tieton | 3909 |
| GARFIELD COUNTY | | Shoreline | 1737 | Metaline | 2603 | Latah | 3205 | Toppenish | 3910 |
| Unincorporated Areas | 1200 | Skykomish | 1727 | Metaline Falls | 2604 | Liberty Lake | 3212 | Union Gap | 3911 |
| Pomeroy | 1201 | Snoqualmie | 1728 | Newport | 2605 | Medical Lake | 3206 | Wapato | 3912 |
| GRANT COUNTY | | Tukwila | 1729 | PIERCE COUNTY | | Millwood | 3207 | Yakima (City) | 3913 |
| Unincorporated Areas | 1300 | Woodinville | 1735 | Unincorporated Areas | 2700 | Rockford | 3208 | Zillah | 3914 |
| Coulee City | 1301 | Yarrow Point | 1730 | Auburn/Pierce | 2724 | Spangle | 3209 | | |
| Electric City | 1302 | KITSAP COUNTY | | Bonney Lake | 2701 | Spokane (City) | 3210 | | |
| Ephrata | 1303 | Unincorporated Areas | 1800 | Buckley | 2702 | Spokane Valley | 3213 | | |

Unincorporated Areas are locations outside incorporated limits.

For tax assistance or to request this document in an alternate format, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711.