How to File and Pay Your Washington State Business Taxes Electronically

1 Register for My DOR

To register for My DOR, you must first create a SecureAccess Washington (SAW) User ID and Password.

1. Go to https://secure.dor.wa.gov/
   - Not sure if you have a SAW account? Click the **Check if you have one** link.
   - To start registering, click the **Sign Up** link.
2. Enter your contact information.
3. Create a *SAW User ID* and *Password*.
4. Check the box to accept the *Access Agreement*.
5. Completed the *Security Validation* by checking the box.
6. Click the **Register** button, the activate your account page will open. An activation link and code are sent to your email address. You can activate your account by clicking the link or entering the code provided in the email.
7. Once registered and logged in to My DOR, you will need to add access to a tax account by clicking **Access your account with a letter ID** on the *My DOR Services* page following the prompts.

2 Electronically file your return

From your account page:

1. Click the **Summary** tab for your account (if not already selected).
2. In the return panel, click the **File Return** link for the most recent period. To view more filing periods, click **View Periods and Amend Returns** on the *Account* panel
3. To move through the return, click **Next** or **Previous** on each page.
4. To return to your *Account* page, click the **< Back** link.
5. To log out, click the **Profile icon** in the top navigation bar and select **Log Out**.
6. You can save your progress in the return by clicking the **Save Draft** button at the bottom of the return page.

3 Instructions for filing a basic return

Business & Occupation

Note: The system adds decimal and zero cents if you enter only the dollar amount.

1. Enter your gross income in the *Gross Amount* box next to your tax classification
2. If you have deductions (bad debt, out-of-state sales, etc.), click on the **Add Deduction** button.
3. Check the box in the *Filing* column for each applicable deduction.
4. Enter the deduction amount(s) in each *Deduction* field.
5. Click the **OK** button.
6. Click **Next**.

Tip: To simplify your return, remove the tax classifications you don't use.

- Click the **Add/Delete Tax Classifications** button at the top of the page.
- *Check/Uncheck* the buttons next to the classifications you want to add or remove.
- Click **OK** at the bottom. Your return will stay that way until you change it.

State Sales & Use

Sales Tax
Based on your tax classification and the amount entered, My DOR automatically entered the amount of state sales tax you owe.

Use Tax
If applicable, enter the gross amount subject to *Use Tax* in the *Gross Amount* field.

Credits
If you qualify for the *Small Business Credit*, it will automatically calculated. Other credits need to be manually entered. When you've finished, click **Next.**

Local Sales

1. Click the **Add/Remove Locations** button.
2. In the **Location Code** field, enter the location code number, or type the name of the location, or use the drop-down menu to scroll to the location.
   - Repeat this step for any additional codes.
3. Click **OK**.

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4. Enter the taxable retail sales for each location in the *Taxable Amount* field for the location.
   - The total *Retail Sales Taxable Amount* carries forward from the *State Sales and Use* page. The total *Local Sales Taxable Amount* must match before you can move on.
5. Click the **Next** button.

Local Use

1. Click the **Add/Remove Locations** button
2. In the *Location Code* field, enter the location code number, type the name of the location, or use the drop-down menu to scroll to the location.
   - Repeat this step for any additional codes
3. Click **OK**.
4. Enter the value of purchases subject to use tax for each location in the *Taxable Amount* field for the location.
   - The total *Use Tax Taxable Amount* carries forward from the *State Sales and Use* page. The total *Local Use Tax Taxable Amount* must match before you can move on.
5. Click the **Next** button.

Summary

The My DOR system will automatically calculate your total tax due.

1. Complete the required fields:
   - Prepared by
   - Phone number
   - E-mail address
2. Click **Next**.

Select Payment Type

1. Click the radio button for the payment type you wish to use.
2. Click the Next button.

Final Review

1. Verify the information on the page.
2. If accurate, click the **Submit** button.
3. Click the **OK** button.

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4 Pay your taxes electronically

Along with filing your return electronically, you must pay your taxes electronically. Choose one of the following.

Automated Clearing House (ACH)
You must set up bank account to use ACH Debit.

To set up a bank account:

1. From your account page, click **Manage My Profile**.
2. Select **Manage Bank Accounts**.
3. Click **Setup New Bank Account**.
4. Complete the required fields:
   - Bank Account Type
   - Routing Number
   - Account Number
5. Click the **Save** button.

ACH Debit
You authorize the Department's bank to withdraw the amount you owe from your bank account on the date you select. This happens automatically when you submit your return. The banking information is saved to your profile for future use.

ACH Credit
You authorize your bank to send funds to the Department's account. You must initiate this payment each month.

E-Check
You enter your bank account number and routing information to make a one-time payment. This transaction is free and gives the Department permission to withdraw the amount you authorize. The banking information is not saved to your profile for future use.

Credit Card
You enter your credit card information to make a one-time payment. You can use Visa, MasterCard, American Express, or Discover. A 2.5% fee is charged by a non-state vendor for this service.