



## Summary Report

(called "Local Tax Distribution Summary Report")

This list describes the column headers you'll see on the new summary page in this order:

Column Header	Definition
Line Code	A unique number assigned to each tax.
Tax Type	Tax name. Examples: <ul style="list-style-type: none"><li>• Regular &amp; Optional</li><li>• Transportation</li><li>• Communication</li><li>• Transient Rental</li></ul>
Starting Balance	Displays any balances carried over from a prior distribution period.
Accumulation	Amount of tax accumulated.
Adjustment	Used to identify special situations where an adjustment is made. Examples include repayments or a negative balance from a previous distribution that is carried forward.
Pool	Portion of the pool account distributed to the jurisdiction, if applicable to the tax.
Admin Fee	Department of Revenue administration fee, if applicable.
Distribution	The final amount the Office of the State Treasurer (OST) distributes.

Here's how you would export your data in the new summary report:

1. Fill in the required, yellow box titled "Jurisdiction," and select the applicable "Distribution Period."
2. Click on the blue button labeled "Generate."

The screenshot shows a web form titled "Summary". It contains two dropdown menus: "Jurisdiction" and "Distribution Period". Both dropdown menus have a yellow background and the word "Required" in red text. To the right of the "Distribution Period" dropdown is a blue button labeled "Generate", which is circled in red. The form is set against a light blue background.

(Continued on next page)

3. A new screen pops up with your data. Click on the three dots in the upper right hand corner to export your data.

Summary Generate

Jurisdiction: [ ] Distribution Period: September 2020

Local Tax Distribution Summary ☰ ⋮

Line Code	Tax Type	Starting Balance	Accumulation	Adjustment	Pool	Admin Fee	Distribution	Actions
45/46/51/52	Regular & Optional	0.00	603.50	0.00	0.00	(6.04)	597.46	<ul style="list-style-type: none"> <li>Filter</li> <li>Views</li> <li>Standard</li> <li>Customize</li> <li>Invert</li> <li>Export</li> <li>HTML</li> <li>Excel</li> <li>Spreadsheet</li> <li>Document</li> </ul>
141	Brokered Natural Gas	0.00	0.00	0.00	0.00	0.00	0.00	
	Leasehold Tax	0.00	0.00	0.00	0.00	0.00	0.00	
37/38/137/138/437/438	Transportation	0.00	71.00	0.00	0.00	(0.71)	70.29	
653	Affordable Housing	0.00	10.37	0.00	0.00	0.00	10.37	
	REET	0.00	0.00	0.00	0.00	0.00	0.00	
6 Rows		0.00	684.87	0.00	0.00	(6.75)	678.12	6 Rows

4. Your data export to Excel looks like this:

Line Code	Tax Type	Starting Balance	Accumulation	Adjustment	Pool	Admin Fee	Distribution
45/46/51/52	Regular & Optional	0.00	603.50	0.00	0.00	(6.04)	597.46
141	Brokered Natural Gas	0.00	0.00	0.00	0.00	0.00	0.00
	Leasehold Tax	0.00	0.00	0.00	0.00	0.00	0.00
37/38/137/138/437/438	Transportation	0.00	71.00	0.00	0.00	(0.71)	70.29
653	Affordable Housing	0.00	10.37	0.00	0.00	0.00	10.37
	REET	0.00	0.00	0.00	0.00	0.00	0.00
		<b>0.00</b>	<b>684.87</b>	<b>0.00</b>	<b>0.00</b>	<b>(6.75)</b>	<b>678.12</b>

## Overview Report

(called "Local Tax Distribution Overview")

This list describes the column headers you'll see on the new overview report in this order:

Column Header	Definition
Tax Type	Tax name
Distribution	The final amount the Office of the State Treasurer (OST) distributes.

Here's how you would export your data in the new overview report:

1. Fill in the required, yellow box titled "Jurisdiction," and select the applicable "Distribution Period."
2. Click on the blue button labeled "Generate."

Overview Generate

Jurisdiction Required Distribution Period September 2020

3. A new screen pops up with your data. Click on the blue export icon to export your data to Excel.

Overview Generate

Jurisdiction  Distribution Period September 2020

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Local Tax Distribution Overview ☰ ⋮

Tax Type	Distribution
Regular & Optional Tax	597.46
Brokered Natural Gas Tax	0.00
Leasehold Excise Tax	0.00
Transportation Tax	70.29
Affordable Housing Tax	10.37
Real Estate Excise Tax	0.00
6 Rows	
<b>678.12</b>	

4. Your data export to Excel looks like this:

Tax Type	Distribution
Regular & Optional Tax	597.46
Brokered Natural Gas Tax	0.00
Leasehold Excise Tax	0.00
Transportation Tax	70.29
Affordable Housing Tax	10.37
Real Estate Excise Tax	0.00
<b>678.12</b>	

## Detail Report

(called "Local Tax Distribution Detail Report")

This list describes the column headers you'll see on the new detail report in this order:

Column Header	Defintion
Name	Business Name
Account ID	Tax Reporting Number
Location	4 Digit Location Code Reported
Frequency	Current Filing Frequency
Filing Period	Return Ending Date
Tax Type	Tax Component Code. Examples: <ul style="list-style-type: none"><li>• 45 – Regular Sales Tax</li><li>• 46 – Regular Use Tax</li><li>• 51 – Optional Sales Tax</li><li>• 52 – Optional Use Tax</li><li>• 47 – Transient Rental</li></ul>
Debt Type	Type of Transaction Posted. Examples: <ul style="list-style-type: none"><li>• Excise Return</li><li>• Use Return</li><li>• Audit</li></ul>
Taxable Amount	Calculated Taxable Amount Based on Tax Rate and Accumulation Amount for the Tax Type
Accumulation	Tax Amount Accumulated

This list describes the column headers you'll see after you download your data:

Column Header	Definition
Distribution Year-Month	Distribution Period
Account ID	Tax Reporting Number
Filing Period Month	Return Filing Month
Filing Period Year	Return Filing Year
Debt Type	Type of Transaction Posted. Examples: <ul style="list-style-type: none"><li>• Excise Return</li><li>• Use Return</li><li>• Audit</li></ul>
Tax Type	Tax Component Code. Examples: <ul style="list-style-type: none"><li>• 45 – Regular Sales Tax</li><li>• 46 – Regular Use Tax</li><li>• 51 – Optional Sales Tax</li><li>• 52 – Optional Use Tax</li><li>• 47 – Transient Rental</li></ul>
Location	4 Digit Location Code Reported

Taxable Amount	Calculated Taxable Amount Based on Tax Rate and Accumulation Amount for the Tax Type
Accumulation Amount	Tax Amount Accumulated
Name	Business Name
Open Date	Business Open Date
Close Date	Business Close Date
Frequency	Current Filing Frequency
NAICS	Assigned Industry Classification
Street	Business Address
Street 2	
City	
State	
Zip	
Zip +4	
Owner Type	Business Type. Examples: <ul style="list-style-type: none"> <li>• Corporation</li> <li>• Partnership</li> <li>• Sole Proprietor</li> </ul>

**Here’s how you would export your data in the new detail report:**

1. Fill in the required, yellow boxes titled “Jurisdiction,” “Tax,” and “Distribution Period. Additional boxes are optional.
2. Click on the blue button labeled “Generate.”

The screenshot shows a form titled "Distribution Detail" with a "Generate" button in the top right corner. The form contains several input fields: "Jurisdiction" (a dropdown menu with "Required" in yellow), "Tax" (a text input field with a red border), "Distribution Period" (a dropdown menu with "Required" in yellow), "Location" (a dropdown menu), "Account Id" (a text input field), "Name" (a text input field), and "NAICS" (a text input field). The "Generate" button is circled in red.

3. A new screen pops up with your data. Click on the “Download Results” button to export your CSV file.

Distribution Detail

Generate

Jurisdiction  Distribution Period

Tax  Location

Account Id  Name  NAICS

The taxable amount is calculated based on the tax rate and accumulation amount for the tax type. There may be some differences between calculated and reported taxable amounts due to rounding and partial payments. The taxable amount for audit and excise refund transactions will display as 0.00 as these transactions include multiple filing periods.

The transient rental detail reports are available beginning with the September 2019 distribution. This information is not available for periods prior to September 2019.

Results

[Download Results](#) [Download File Layout](#)  

Name	Account ID	Location	Frequenc	Filing Period	Tax Type	Debt	Taxable Amount	Accumulation	NAICS
TEST CORP EXC	123-456-789	1234	Monthly	2/29/2020	45 - Regular Local Sales Tax	Excise	71,000.00	301.75	111110
TEST CORP EXC	123-456-789	1234	Monthly	2/29/2020	51 - Optional Local Sales Tax	Excise	71,000.00	301.75	111110
2 Rows								603.50	

4. Your data exports to Excel and looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Distribution	Account ID	Filing Period Month	Filing Period Year	Debt Type	Tax Type	Location	Taxable Amount	Accumulation Amount	Name	Open Date	Close Date	Frequency	NAICS	Street	Street 2	City	State	Zip	Zip + 4	Owner Type
1	Year-Mon	123456789	2	2020	Excise Return	45	1234	71,000.00	301.75	TEST CORP EXC	01/01/2020		Monthly	111110	123 MAIN ST		SEATTLE	WA	98104	1900	Corporation
2	20-Sep	123456789	2	2020	Excise Return	51	1234	71,000.00	301.75	TEST CORP EXC	01/01/2020		Monthly	111110	123 MAIN ST		SEATTLE	WA	98104	1900	Corporation
3	20-Sep	123456789	2	2020	Excise Return	51	1234	71,000.00	301.75	TEST CORP EXC	01/01/2020		Monthly	111110	123 MAIN ST		SEATTLE	WA	98104	1900	Corporation