

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

**Show Changes in Address or Ownership**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TAX REG NO. \_\_\_\_\_  
 NAME \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

**Instructions**

- Column 1 (Tax Area Code) must contain the Tax Area Code (Levy Code) for each federal permit or lease. This can be requested from the county assessor's office in the county where the property is located or may be obtained 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 may be obtained from the listing 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% (.1284) tax rate and enter this amount in the Total Tax Due, and pay this amount.
- Leasehold Excise Tax Returns are due 15 days after the fee is due to the lessor.**
  - If payment is made 30 days after the due date please include a 9% delinquent penalty.
  - If payment is made 60 days after the due date please include a 19% delinquent penalty.
  - If payment is made 90 days after the due date please include a 29% delinquent penalty.
- Make your check or money order payable to the Washington State Department of Revenue.
- Sign and date page 1
- Should you have questions regarding your tax liability, please call the Department of Revenue at **(360) 534-1503 option 4.**

**Important:** If you are a new filer or need additional information on Leasehold Excise Tax please visit our website at [dor.wa.gov/leasehold](http://dor.wa.gov/leasehold).

**Want to file electronically?** Simply go to [dor.wa.gov](http://dor.wa.gov), then click on "My Account logon" (upper right) or "E-file register" (if not yet registered). When you are registered go to "My Account Home", then to "Manage Business Account", open "Add a Business", enter your registration number and PAC Code from this tax return, choose your Leasehold return period to file.

(1) Tax Code Area**	(2) Location Code (on back)	(3) Taxable Rent Due		(4) Total Tax Due (.1284 X Taxable Rent)	
				<b>Total Tax Due</b>	
▶ Signature _____				<b>*Add Penalty if Applicable</b>	
▶ Phone Number ( ) _____ Date ____ / ____ / ____				<b>Total Payment Enclosed</b>	

**Use Black Ink & Return The Original Form**

**WASHINGTON STATE DEPARTMENT OF REVENUE**  
**Location Codes**

<b>ADAMS COUNTY</b>	<b>Code</b>	<b>GRANT COUNTY (cont)</b>	<b>Code</b>	<b>KITSAP COUNTY (cont)</b>	<b>Code</b>	<b>PIERCE COUNTY (cont)</b>	<b>Code</b>	<b>SPOKANE COUNTY (cont)</b>	<b>Code</b>
Unincorporated Areas	0100	George	1304	Bainbridge Island	1804	Carbonado	2703	Waverly	3211
Hatton	0101	Grand Coulee	1305	Bremerton	1801	DuPont	2704	<b>STEVENS COUNTY</b>	
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	<b>KITTITAS COUNTY</b>		Fire	2706	Colville	3302
Washtucna	0105	Moses Lake	1309	Unincorporated Areas	1900	Fircrest	2707	Kettle Falls	3303
<b>ASOTIN COUNTY</b>		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	<b>THURSTON COUNTY</b>	
<b>BENTON COUNTY</b>		Wilson Creek	1315	South Cle Elum	1905	Pacific/Pierce	2723	Unincorporated Areas	3400
Unincorporated Areas	0300	<b>GRAYS HARBOR COUNTY</b>		<b>KLICKITAT COUNTY</b>		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	<b>LEWIS COUNTY</b>		Sumner	2716	Tumwater	3406
<b>CHELAN COUNTY</b>		McCleary	1405	Unincorporated Areas	2100	Tacoma	2717	Yelm	3407
Unincorporated Areas	0400	Montesano	1406	Centralia	2101	University Place	2719	<b>WAHIAKUM COUNTY</b>	
Cashmere	0401	Oakville	1407	Chehalis	2102	Wilkeson	2718	Unincorporated Areas	3500
Chelan (City)	0402	Ocean Shores	1409	Morton	2103	<b>SAN JUAN COUNTY</b>		Cathlamet	3501
Entiat	0403	Westport	1408	Mossyrock	2104	Unincorporated Areas	2800	<b>WALLA WALLA COUNTY</b>	
Leavenworth	0404	<b>ISLAND COUNTY</b>		Napavine	2105	Friday Harbor	2801	Unincorporated Areas	3600
Wenatchee	0405	Unincorporated Areas	1500	Pe Ell	2106	<b>SKAGIT COUNTY</b>		College Place	3601
<b>CLALLAM COUNTY</b>		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	<b>JEFFERSON COUNTY</b>		<b>LINCOLN COUNTY</b>		Concrete	2903	<b>WHATCOM COUNTY</b>	
Sequim	0503	Unincorporated Areas	1600	Unincorporated Areas	2200	Hamilton	2904	Unincorporated Areas	3700
<b>CLARK COUNTY</b>		Port Townsend	1601	Almira	2201	La Conner	2905	Bellingham	3701
Unincorporated Areas	0600	<b>KING COUNTY</b>		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	<b>SKAMANIA COUNTY</b>		Lynden	3705
Ridgefield	0604	Beaux Arts Village	1703	Rearadan	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	<b>WHITMAN COUNTY</b>	
Yacolt	0607	Bothell/King	1706	<b>MASON COUNTY</b>		<b>SNOHOMISH COUNTY</b>		Unincorporated Areas	3800
<b>COLUMBIA COUNTY</b>		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	<b>OKANOGAN COUNTY</b>		Bothell/Snohomish	3120	Colton	3803
Starbuck	0702	Covington	1712	Unincorporated Areas	2400	Brier	3102	Endicott	3804
<b>COWLITZ COUNTY</b>		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	Issahquah	1714	Okanogan (City)	2406	Index	3108	Oaksdale	3810
Woodland	0805	Kenmore	1738	Omak	2407	Lake Stevens	3109	Palouse	3811
<b>DOUGLAS COUNTY</b>		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	<b>YAKIMA COUNTY</b>	
Waterville	0905	Milton/King	1731	<b>PACIFIC COUNTY</b>		Snohomish (City)	3115	Unincorporated Areas	3900
<b>FERRY COUNTY</b>		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
<b>FRANKLIN COUNTY</b>		Pacific/King	1723	Raymond	2503	<b>SPOKANE COUNTY</b>		Mabton	3904
Unincorporated Areas	1100	Redmond	1724	South Bend	2504	Unincorporated Areas	3200	Moxee City	3905
Connell	1101	Renton	1725	<b>PEND OREILLE COUNTY</b>		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
<b>GARFIELD COUNTY</b>		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
<b>GRANT COUNTY</b>		Tukwila	1729	<b>PIERCE COUNTY</b>		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	<b>KITSAP COUNTY</b>		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 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.