



PRE-CONSULTATION VISIT QUESTIONNAIRE

Please respond to the following items in black or blue ink

Account ID: - -

Date: / /

- 1. Describe your business activity...
2. Do you receive miscellaneous income...
3. Do you bill customers for freight/shipping charges...
4. Do you separately bill customers for reimbursement of expenses...
5. Do you exchange goods/services for other goods/services...
6. Do you collect retail sales tax...
7. Have you sold business assets...
8. Do you offer cash/trade discounts...
9. Do you make sales or provide services to customers outside Washington?
10. Do you make in-state sales or provide services to:
11. Do you have uncollectible sales/bad debts?
12. Do you issue or accept exemption certificates for:
13. Have you ever requested a written opinion or ruling from the Department?
14. Are you currently working with another division within the Department?
15. Are there other specific issues or questions you would like to discuss during the consultation visit?

Business Name: Contact Person
Telephone Number: ( ) Best time for us to contact you:

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.

**Please fax, mail, or deliver to the Field Office nearest you or  
fax to Audit Standards & Procedures at (360) 704-5648.**

**Department of Revenue  
Field Office Locations**

**BELLINGHAM (360) 594-4840**

Mon-Fri 8am-5pm  
Fax: (360) 594-4888

Delivery & Mailing Address:

1904 Humboldt Street, Suite A  
Bellingham, WA 98225

**BOTHELL (425) 984-6400**

Mon-Fri 8am-5pm  
Fax: (425) 984-2597

Delivery & Mailing Address:

19800 North Creek Pkwy, Suite 101  
Bothell, WA 98011

**KENT (425) 656-5100**

Mon-Fri 8am-5pm  
Fax: (425) 656-5157

Delivery & Mailing Address:

Centerpointe Campus Cascade East Bldg  
20819 72<sup>nd</sup> Avenue South, Suite 680  
Kent, WA 98032

**PORT ANGELES (360) 417-9900**

Mon-Fri 8am-5pm  
Fax: (360) 417-9915

Delivery & Mailing Address:

734 East First Street, Suite B  
Port Angeles, WA 98362

**RICHLAND (509) 987-1201**

Mon-Fri 8am-5pm  
Fax: (509) 987-1220

Delivery & Mailing Address:

1657 Fowler Street  
Richland, WA 99352

**SEATTLE (206) 727-5300**

Mon-Fri 8am-5pm  
Fax: (206) 727-5319

Delivery & Mailing Address:

2101 4<sup>th</sup> Avenue, Suite 1400  
Seattle, WA 98121-2300

**SPOKANE (509) 327-0200**

Mon-Fri 8am-5pm  
Fax: (509) 327-0225

Delivery & Mailing Address:

1330 North Washington, Suite 5600  
Spokane, WA 99201-2456

**TACOMA (253) 382-2000**

Mon-Fri 8am-5pm  
Fax: (253) 382-2011

Delivery & Mailing Address:

3315 South 23<sup>rd</sup> Street, Suite 300  
Tacoma, WA 98405

**TUMWATER (360) 704-5700**

Mon-Fri 8am-5pm  
Fax: (360) 704-5648

Delivery Address:

6500 Linderson Way SW, Suite 101  
Tumwater, WA 98501

Mailing Address:

Post Office Box 47474 98504-7474

**VANCOUVER (360) 256-2060**

Mon-Fri 8am-5pm  
Fax: (360) 256-2070

Delivery Address:

8008 NE 4<sup>th</sup> Plain Blvd, Suite 320  
Vancouver, WA 98662

Mailing Address:

Post Office Box 1648 98668-1648

**WENATCHEE (509) 885-9825**

Mon-Fri 8am-5pm  
Fax: (509) 885-9847

Delivery & Mailing Address:

630 North Chelan Avenue, Suite B-3  
Wenatchee, WA 98801

**YAKIMA (509) 454-5160**

Mon-Fri 8am-5pm  
Fax: (509) 454-5170

Delivery & Mailing Address:

3703 River Road, Suite 3  
Yakima, WA 98902-7325