



PRE-CONSULTATION VISIT QUESTIONNAIRE

Please respond to the following items in black or blue ink

Account ID: - -

Date: / /

- 1. Describe your business activity...
7. Do you receive miscellaneous income...
8. Do you bill customers for freight/shipping charges...
9. Do you separately bill customers for reimbursement of expenses...
10. Do you exchange goods/services for other goods/services...
11. Do you collect retail sales tax...
12. Have you sold business assets...
13. Do you offer cash/trade discounts or other allowances...
14. Do you make sales or provide services to customers outside Washington...
15. Do you make in-state sales or provide services to:
a. Non-residents?
b. Native Americans?
c. Government agencies?
16. Do you have uncollectible sales/bad debts?
17. Do you issue or accept exemption certificates for:
a. Resale (Reseller Permit)?
b. Manufacturer's Machinery & Equipment?
c. Tax Deferrals?
d. Others? Describe:
18. Have you ever requested a written opinion or ruling from the Department?
19. Are you currently working with another division within the Department?
20. 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 1-800-647-7706. 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 72nd 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 4th 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 23rd 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 4th 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