

Instructions

1. Write the name of the business where you purchased the item(s) from in Column A.
2. Use our tax rate lookup tool to find your location code and tax rate at dor.wa.gov/taxratelookup. The location code refers to the address where you first used the item in Washington (usually your home).
 - a. Other resources can be found on our website at dor.wa.gov.
3. Enter the location code in Column B.
4. Enter the tax rate in Column D. This should be the total tax rate and should include the state and local portions.
5. Enter the total price/value of your purchased item(s) including shipping charge in Column C.
6. Multiply the Total Value (column C) by the tax rate (column D). Enter this tax due in Column E.
7. Mail this form with your payment. Make checks payable to:

Washington State Department of Revenue
PO Box 94481
Seattle, WA 98124-6781

Questions? Call us at 360-705-6705.