

# File WA State Tax Form for 202\_ on MyDOR

Business Name \_\_\_\_\_

Filing \_\_\_\_\_ / Due Date(s) \_\_\_\_\_

ALL Gross Sales

ANNUAL: Jan 1 - Dec 31

QUARTERLY: Jan 1 - Mar 31, Apr 1 - Jun 30,  
Jul 1 - Sep 30, Oct 1 - Dec 31

- 1 Go to DOR.wa.gov + Sign in to MyDOR  
Go through multi-factor authentication
- 2 Navigate to Tax Return  
Select "Manage Returns" on the My DOR Screen  
Select "File Return" on the left side  
OR, from your Home Screen / Get Started >> Select "File Return" on the right side  
\*\* If you can't find this option, see note on page 2
- 3 File Return  
Select Taxes  
If tis is your first time, you'll need to add the tax classification:  
"Service and Other Activities; Gambling Contests of  
Chance (less than \$50,000 a year)"  
NOTE - The less than \$50,000 refers to gambling money, NOT your gross sales  
Enter your Gross Sales amount into the form, then...  
ProTip: Hit the Tab button on your keyboard  
This will show you the tax amount, on the right side  
Then scroll down to see that tax credit you get  
Select Next
- 4 Complete the filing  
Review the Summary Screen  
Pay taxes if needed  
Be sure to hit Submit

Need Help?	Call WA State Dept. of Revenue - 360.705.6705
B&O Tax	Stands for Business and Occupation Tax. WA state collects B&O tax for all businesses licensed with the state. It's a 2-part tax. "Business" - is a general tax, for all businesses. "Occupation" - is the tax for your specific industry. The rate differs, depending on your field.
Tax Rate	In 2022, it is 1.5%
Tax Threshold	Generally, you only pay if you gross over (about) \$55K. You'll receive a 100% tax credit up to that amount, after that, the tax credit becomes a partial %. Then goes away around \$105K.
Time Period	Annually, Quarterly, or Monthly
IMPORTANT	You still need to file as assigned - even if you don't owe any tax

## Screenshot 1 and 2 Tax Classifications Screens

If this your first time, you may need to add your tax classification.

No Business this period? Select "Report No Business" below to report no activity for this period.

Report No Business

Upload a file? Select "Upload a File" below to upload a pre-formatted file for tax data.

Upload a file

Use the same tax classifications as last period?  
If yes, confirm the selected taxes below and click **Next** to start filing.

Need to update tax classifications?  
If you had a change in business activity during this period and need to edit tax classifications, click the **Add/Delete Tax Classifications** button.

**Add/Delete Tax Classifications**

**Selected Tax Classifications**

Business & Occupation	<input type="checkbox"/>	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	<input checked="" type="checkbox"/>
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**View Selected Tax Classifications**

Business and Occupation		Sales and Use		Location Based Taxes	
Line Code	Filing	Line Code	Filing	Line Code	Filing
☑ Retailing	<input type="checkbox"/>	☑ Retail Sales	<input type="checkbox"/>	☑ Natural Gas Use Tax	<input type="checkbox"/>
☑ Wholesaling	<input type="checkbox"/>	☑ Motor Vehicle Sales / Leases	<input type="checkbox"/>	☑ Tourism Promotion Area Lodging Fee	<input type="checkbox"/>
☑ Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	<input checked="" type="checkbox"/>	☑ Self-Produced Fuel Use Tax	<input type="checkbox"/>	☑ Local City and/or County Sales Tax	<input type="checkbox"/>
		☑ Use Tax	<input type="checkbox"/>	☑ Local City and/or County Tax	<input type="checkbox"/>

## Screenshot 3 B&O Tax Page

Enter your gross sales here

Hit TAB

Then you can see  
taxes due  
+  
tax credit

**Excise Return**

Select Taxes  Business & Occupation

**Business & Occupation**

**Add/Delete Tax Classifications**

	Gross Amount	Taxable Amount	Tax Rate	Tax Due
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	0.00	0.00	0.015000	0.00

**Business & Occupation Credits**

**Add/Delete Credits**

Service & Other SBC	0.00
<b>Total B&amp;O Credit</b>	<b>0.00</b>

Cancel Save Draft Previous Next

## Screenshot 4 MYDOR Home Screen

If this is your first time,  
you may need to add  
your tax account

Select this option, and  
follow the prompts

**My\_DOR** Help Log out

Welcome, Alexander MacLeod

**Business Licensing and Tax Services** **Get Started**

Click **Get Started** to go to your account summary

File and pay taxes for **multiple** businesses?  
Manage returns across your accounts **Manage Returns**

**Businesses, Organizations, and Partners**

<p><b>Business Licensing</b></p> <p>Access Your Account Using a Letter ID</p> <p>Renew Your Business License</p> <p>Apply for a New Business License</p> <p>Hire Domestic (Household) Employees</p>	<p><b>File and Pay Taxes</b></p> <p>Access Your Account Using a Letter ID</p> <p>Business (B&amp;O), Excise, and Sales Taxes</p> <p>Forest Tax</p> <p>Leasehold Tax</p>	<p><b>Other Services</b></p> <p>Print Your Reseller Permit</p> <p>Send a Secure Message</p> <p>Sign Up for Filing Reminders</p> <p>Sign Up for News and Other Notifications</p>
<p><b>Property Tax</b></p> <p>Renew property tax exemption</p> <p>Check appraiser accreditation status</p>	<p><b>Government Partners</b></p> <p>Add the Partner Portal</p> <p>Contacts</p> <p>File Excise Tax Affidavits (for</p>	