

Filing Taxes with WA State for 202_

B & O Taxes | Use Tax | Sales Tax

Business Name _____

MyDOR

Login

SAW User Account

Password

Or ___ it's on my computer

Business + Occupation Tax

Gross Sales Total

Subtotals by Category

Services & Other

Wholesaling

Retailing

Royalties

Printing / Publishing



Sales and Use Tax

For WA State

Retail Sales

Collected on behalf of WA State

Deductions

"Interstate"

Collected by Third Party Facilitator

Use Tax

If applicable - Create a list of biz purchases made out of state

Location Based Taxes

Local (City and County) Sales Tax

Based on where client made purchase

city	subtotal
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Ready, Set, File!

WA State - Combined Excise Taxes

Taxes	Business & Occupation Tax (B&O Tax) Sales Tax (for state + local) Use Tax (for biz purchases out of state)	Tax Form	Combined Excise Tax Form
		Method	Online form (recommended) or paper*
		Time Period	Annually or Quarterly
Tax Credit	Receive credit for B&O Taxes - 100% up to about \$55K		
Info Needed	Gross Sales by category Retail Sales by Location Biz Purchaes out of state	Portal	MyDOR
		Prep Time	0.5 - 2 hours
Due	Annual Filers - April 15 Quarterly Filers - Apr 30, Jul 31, Oct 31, Jan 31	Filing Time	2 - 10 minutes

Background WA State collects 3 types of tax. They are called "Excise" because they are based on transactions. (Versus profit or property.) The form is combined, because it processes all three types. You must file taxes, even if you don't owe any tax. Be aware, for B&O and Use tax - your business is paying the taxes. For Sales tax, you are submitting taxes on the consumers behalf. Sales tax is collected for the state and cities. Rates are based on the location of the purchaser. If the purchaser is out of state, no sales tax is required.

*Paper Filing - call the state and ask for help

Ready

Be a
great Boss

- Put the due date on your calendar
- Schedule some work time to get prepared
- Schedule time for the actual filing
- Optional - Line up a co-pilot or other help

Optional

- Line up co-pilot for help
- Make it fun! Get special treats or reward, set a nice vibel.

Set

Get your
numbers +
log-in
ready

- Collect all information related to Gross Sales
Could be: Gross Sales (Income) record you keep, reports from website or software, deposit record from bank account, other. Might be a combination of things
- Fill in the numbers on the back of this sheet - that apply to your biz

File

- 1 Login to WA DOR - Navigate to "File Return"
You may be asked for a Multi-step Authentication
Once signed in, and on home screen - choose "Manage Returns"
Look at the list of tax returns, find the one that matches this time period. choose "File Return" on the left.
Note - If you don't see any tax forms listed on your profile, you will need to add your Tax Account to your MyDOR profile. Call the DOR. OR, on the home screen, choose "Access your account using a letter ID".
Follow the prompts and directions.
- 2 Tax Classifications
Scroll to the bottom of the page, look for "Selected Tax Classifications"
If all relevant classifications are there, hit next.
If any are missing, choose "Add/Delete Tax Classifications. Scroll or search to find the ones you need.
- 3 B&O Screen
Enter the subtotals in each category. Hit "Tab" to see that tax due AND the credit below.
- 4 Sales and Use Tax Screen - WA State Section
Retail sales should be filled in already. Enter any Deductions (such as sales that were out of state)
- 5 Local Sales - Sales and Use tax for cities and counties
Add any relevant cities
Enter subtotals for each
- 6 Review Screen
Review, then fill out Submitter info.

Need Help?

Call WA DOR - 360.705.6705