

Pre-Consultation Visit Questionnaire

Please respond to the following items in black or blue ink.

Please fax, mail or deliver to the field office nearest you or fax to Audit Standards & Procedures at 360-704-5646.

Account ID:

Date:

Business name:

Contact person:

Phone:

Best time for us to contact you:

1. Describe your business activity, including various sources of income:

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| 2. Do you receive miscellaneous income (i.e., commission, interest, royalties, rents)? | Yes | No |
| 3. Do you bill customers for freight/shipping charges? | Yes | No |
| 4. Do you separately bill customers for reimbursement of expenses? | Yes | No |
| 5. Do you exchange goods/services for other goods/services? | Yes | No |
| 6. Do you collect retail sales tax? | Yes | No |
| a. Have you remitted all retail sales tax collected? | Yes | No |
| 7. Have you sold business assets (i.e., equipment, furniture, fixtures)? | Yes | No |
| 8. Do you offer cash/trade discounts or other allowances? | Yes | No |
| 9. Do you make sales or provide services to customers outside Washington? | Yes | No |

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10. Do you make in-state sales or provide services to:
- a. Non-residents? Yes No
 - b. Native Americans? Yes No
 - c. Government agencies? Yes No
11. Do you have uncollectible sales/bad debts? Yes No
12. Do you issue or accept exemption certificates for:
- a. Resale (Reseller Permit)? Yes No
 - b. Manufacturer’s Machinery & Equipment? Yes No
 - c. Tax Deferrals? Yes No
 - d. Others? Describe: Yes No
13. Have you ever requested a written opinion or ruling from the department?
If yes, attach copy. Yes No
14. Are you currently working with another division within the department?
If yes, which division: Yes No
15. Are there other specific issues or questions you would like to discuss during
the consultation visit? (If yes, please share your comments below.) Yes No

Department of Revenue field office locations

<p>Bellingham 360-594-4840 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 360-594-4888 <i>Delivery & mailing address:</i> 1904 Humbolt Street, Suite A Bellingham WA 98225</p>	<p>Richland 509-987-1201 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 509-987-1220 <i>Delivery & mailing address:</i> 1657 Fowler Street Richland, WA 99352</p>	<p>Tumwater 360-704-5700 Mon-Fri 8:30am-4:30pm Fax: 360-704-5646 <i>Delivery address:</i> 6500 Linderson Way SW, Suite 101 Tumwater, WA 98501 <i>Mailing address:</i> PO Box 47474 Olympia, WA 98504-7474</p>
Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs	Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs	Open: Mon-Fri 8:30am-4:30pm
<p>Bothell 425-984-6400 Mon-Thurs 8:30am-4:30pm <i>Delivery & mailing address:</i> 12100 Northeast 195th Street, Suite 100 Bothell, WA 98011</p>	<p>Seattle 206-727-5300 Mon-Thurs 8:30am-4:30pm Fax: 206-727-5319 <i>Delivery & mailing address:</i> 2101 4th Avenue, Suite 1400 Seattle, WA 98121-2300</p>	<p>Vancouver 360-256-2060 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 360-256-2070 <i>Delivery address:</i> 8008 NE 4th Plain Blvd, Suite 230 Vancouver, WA 98662 <i>Mailing address:</i> PO Box 1648 Vancouver, WA 98668-1648</p>
Open: Mon-Thurs 8:30am-4:30pm Closed: Fri	Open: Mon-Thurs 8:30am-4:30pm Closed: Fri	Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs
<p>Kent 425-656-5100 Mon-Thurs 8:30am-4:30pm Fax: 425-656-5157 <i>Delivery & mailing address:</i> Centerpointe Campus Cascade East Building 20819 72nd Avenue South, Suite 680 Kent, WA 98032</p>	<p>Spokane 509-327-0200 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 509-327-0225 <i>Delivery & mailing address:</i> 1330 North Washington, Suite 5600 Spokane, WA 99201-2456</p>	<p>Wenatchee 509-885-9825 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 509-885-9847 <i>Delivery & mailing address:</i> 630 North Chelan Avenue, Suite B-3 Wenatchee, WA 98801</p>
Open: Mon-Thurs 8:30am-4:30pm Closed: Fri	Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs	Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs
<p>Port Angeles 360-417-9900 Mon-Weds-Fri 8:30am-4:30pm (Closed 11:30am-12:30pm) Fax: 360-417-9915 <i>Delivery & mailing address:</i> 734 East First Street, Suite B Port Angeles, WA 98362</p>	<p>Tacoma 253-382-2000 Mon-Thurs 8:30am-4:30pm Fax: 253-382-2011 <i>Delivery & mailing address:</i> 3315 South 23rd Street, Suite 300 Tacoma, WA 98405</p>	<p>Yakima 509-454-5160 Mon-Weds-Fri 8am-4:30pm (Closed 11:30am-12:30pm) Fax: 509-454-5170 <i>Delivery & mailing address:</i> 3703 River Road, Suite 3 Yakima, WA 98902-7325</p>
Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs	Open: Mon-Thurs 8:30am-4:30pm Closed: Fri	Open: Mon,Weds,Fri 8:30am-4:30pm Closed: Tues,Thurs