

**City of Port Townsend
Transportation Benefit District
Car Dealers and Leasing Companies
Effective April 1, 2024**

Effective April 1, 2024, sales and use tax within the City of Port Townsend will increase three-tenths of one percent (.003). The tax will be used for transportation services.

Businesses must collect the appropriate new rate of sales tax for retail sales and services provided within the City of Port Townsend. Persons or businesses within the City of Port Townsend will be subject to the new rate of use tax on items purchased for their personal or business use if sales tax has not been paid.

Special Reporting Instructions for Sales or Leases of Motor Vehicles:

Businesses that report sales or leases of motor vehicles (for up to the first 36 months of the lease) will need to report using the following location code and tax rate. After the first 36 months of motor vehicle leases, the original city code should be used.

Location	Location Code	Local Sales Tax Rate	State Sales Tax Rate	Total Sales Tax Rate
Port Townsend TBD MVET	1651	.026	.065	.091

Reporting Instructions for Retail Sales:

Businesses that report retail sales (other than sales or leases of motor vehicles) will need to report using the following location codes and tax rates:

Location	Location Code	Local Sales Tax Rate	State Sales Tax Rate	Total Sales Tax Rate
Port Townsend TBD	1601	.029	.065	.094

Below is an example of how to report local retail sales tax on your excise tax return assuming sales of motor vehicles total \$50,000 and repairs total \$10,000 in the City of Port Townsend.

Location Code	Taxable Amount	Local Rate	Tax Due City or Co.
1601	10,000 00	.029	290 00
1651	50,000 00	.026	1300 00
TOTAL TAXABLE	60,000 00	TOTAL	1590 00

Tax Classification	Taxable Amount	Rate	Tax Due
Motor Vehicle Sales/Leases	50,000 00	.003	150 00

New sales tax applies i.e. service and parts.

Represents only motor vehicle sales.

The three-tenths of one percent (.003) Motor Vehicle Sales/Lease applies to the sale, lease, or rental of motor vehicles.

To determine the proper codes and rates of local sales tax you may access our Tax Rate Lookup Tool located at dor.wa.gov/TaxRateLookup.

This notice is being sent to businesses that have reported local sales or use tax to any of the above location codes within the last year.

If you have questions, or if Sales Tax Collection Schedules are needed, please go to our web site at dor.wa.gov or call the Department of Revenue at 360-705-6705.

State of Washington
Taxpayer Account Administration
PO Box 47476
Olympia WA 98504-7476

For tax assistance or to request this document in an alternate format, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711.

REV (01/09/24)