

REQUEST FOR TAX STATUS

For the Department of Revenue to release tax status information, this form must have an authorizing signature from the taxpayer as follows:

- ☐ Sole Proprietor - Signature of sole proprietor.
- ☐ Partnership - Signature of any one of the partners.
- ☐ Corporation - Signature of one of the corporate officers such as:
 - President
 - Vice President
 - Treasurer

Complete the Following:

TAXPAYER INFORMATION

Name of Business: _____ UBI/Tax Reporting Account Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Fax Number: _____

➡ Authorization to release information (see instructions on back.)

Signature: _____ Title: _____

Print Name: _____ Date: _____

MAILING INFORMATION *(If information to be sent to someone other than taxpayer)*

Name: _____ Business Name: _____

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Fax Number: _____

MAIL OR FAX THIS FORM TO:

Tax Status Desk
Department of Revenue
Taxpayer Account Administration
PO Box 47476
Olympia, WA 98504-7476
Fax: (360) 586-0527

For tax assistance visit dor.wa.gov or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

REQUEST FOR TAX STATUS

- ☐ Request for tax status letters must be in writing.
- ☐ There is no charge for tax status letters.
- ☐ Request must include the following information:
 - Tax reporting account number
 - Name of business
 - Phone number for questions.
 - Address to mail letter
 - Fax number if the taxpayer requests the completed letter to be faxed.
- ☐ For the Department of Revenue to release tax status information, the request must have an authorizing signature from the taxpayer as follows:
 - Sole Proprietor** – Signature must be from the sole proprietor.
 - Partnership** – Signature must be from any one of the partners.
 - Corporation** – Signature must be from one of the corporate officers such as:
 - President
 - Vice President
 - Treasurer

The name and title should be typed or printed under the authorized signature.
- ☐ For tax status letters to be sent to someone other than the taxpayer, the following information must be included:
 - Contact Name
 - Business
 - Address
 - Phone Number
 - Fax Number

- ☐ Requests can be faxed or mailed to the following address:

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Department of Revenue
Taxpayer Account Administration
PO Box 47476
Olympia, WA 98504-7476
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