

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

*Corporations include LLC's.

Complete the Following:

TAXPAYER INFORMATION

Name of Business: _____ UBI/Account ID: _____

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: 360-705-6174

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

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:
 - UBI/Account ID
 - 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

*Corporations include LLC's.

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:
 - Tax Status Desk**
 - Department of Revenue
 - Taxpayer Account Administration
 - PO Box 47476
 - Olympia, WA 98504-7476
 - Fax: (360) 705-6174