



Make Conducting Business as Simple as Possible

Cheryl Wilson, Program Coordinator
Debbie Young, Program Coordinator

Enhancements to Our Online Services



- Account Maintenance
- Amend A Return
- Use Tax
- BillPay

Doing Business -Login to My Account



ABOUT US | CONTACT US | QUESTIONS & ANSWERS | TEXT VERSION | PRINTER FRIENDLY

Department of Revenue Washington State "Working together to fund Washington's future." My Account Login | Join

Doing business

Home / Doing business / My account / Logon

Returning users
Please logon to view your account
Logon ID:
Password:

[Forgot your logon ID?](#)
[Forgot your password?](#)

New users
Signing up is fast and free. [Join now](#)

Benefits of joining

Creating an online account allows you to:

- File & pay your state taxes online with E-file
- Make changes to your account
- Pay overdue taxes
- Send and receive confidential information by email using Secure messaging

[What will I need to join?](#)

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Manage My Account -Update Business Information



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Department of Revenue Washington State "Working together to fund Washington's future." My Account Login | Join

Doing business

Manage my account

- Update business information
- Add an account
- Close my account
- Sell my business

My account

File & pay taxes

- Excise taxes
- Amend my n
- Use tax
- Cigarette tax

Tax Incentives

- File my Tax 1 Report/Surve
- Apply for Commute Trip Reduction tax credit
- Apply for Main Street tax credit
- Real Estate Excise Tax Administration
- Send a secure e-mail
- Sign up to receive filing due date reminders by e-mail

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Manage My Account

-Update Business Information



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Department of Revenue Washington State

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Logged in as: **elitestats** Profile | Log out

Home / Doing business / My account / Account Maintenance

Update my account

Click a link below to update your account. Your information will be shared if applicable with the following Washington State programs:

- Business Licensing (Dept. of Licensing)
- Unemployment Insurance Account (Employment Security)
- Workers Compensation Insurance Account (Labor & Industries)
- State Tax Account (Dept. of Revenue)

If you have licenses or permits with cities, counties, or other state agencies, you must contact them directly to change your address.

Account Information

Name (To update your name you must re-file (re-submit) a Master Business Application.)
E02 266 165
ELF TEST ACCOUNT

Mailing Address
PO BOX 3583
OLYMPIA, WA 98509-3583

[Update](#)

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Manage My Account

-Update Business Information



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Logged in as: **elitestats** Profile | Log out

Home / Doing business / My account / Account Maintenance / Update my mailing address

Update my mailing address

<< List of services

List of services
Account(s)
Inbox (1)

PO BOX 3583
OLYMPIA, WA 98509-3583

Please enter new information, where applicable. Then click "Next".

Address:

City:

State: Zip:

[Back](#) [Cancel](#) [Next](#)

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Manage My Account -Update Business Information

Department of Revenue Washington State

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Working together to fund Washington's future

Logged in as **atletest5** Profile | Log out

Home / Doing business / My account / Account Maintenance / Update my mailing address

Update my mailing address

<< List of services

List of services Account(s) **Inbox (1)**

Please verify the following, then click "Next."

6500 LINDERSON WAY SW STE 301
TUMWATER, WA 98501-6561

Back Cancel Next

Need Some Assistance? 1-877-345-3353

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Manage My Account -Update Business Information

Department of Revenue Washington State

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Working together to fund Washington's future

Logged in as **atletest5** Profile | Log out

Home / Doing business / My account / Account Maintenance / Update my mailing address

Update my mailing address

<< List of services

List of services Account(s) **Inbox (1)**

Thank you! The mailing address has been updated.

From:	To:
PO BOX 3583 OLYMPIA, WA 98503-3583 (360) 000-0000	6500 LINDERSON WAY SW STE 301 TUMWATER, WA 98501-6561 (360) 000-0000

Your information will be shared if applicable with the following Washington State programs:

- Business Licensing (Dept. of Licensing)
- Unemployment Insurance Account (Employment Security)
- Workers Compensation Insurance Account (Labor & Industries)
- State Tax Account (Dept. of Revenue)

If you have licenses or permits with cities, counties, or other state agencies, you must contact them directly to change your address.

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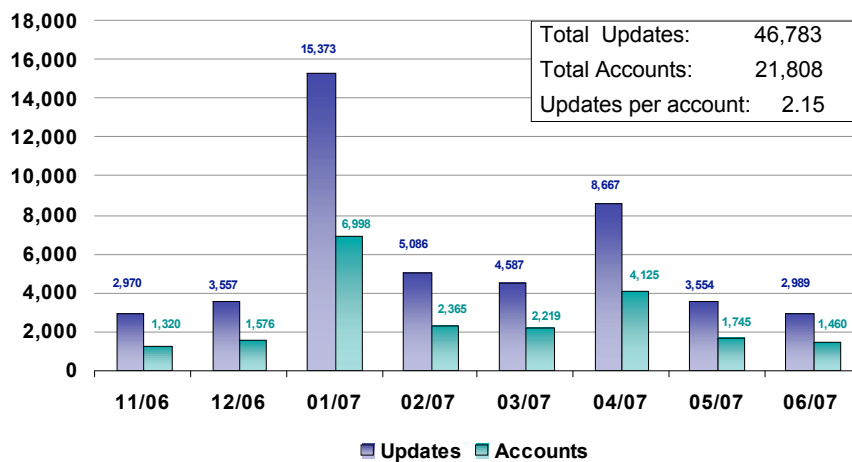
Manage My Account -Update Business Information



- Update contact information
 - E-mail address
 - Phone/fax number
- Update a business location address
- Open/close a business location
- Close business

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Manage My Account -Update Business Information



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Manage My Account -Update Business Information



Benefits

- Taxpayer verifies account information
- USPS validates and standardizes address
- Real-time update of account information
 - Systematic update reduces human error
 - See updated data within seconds
 - Reduces department workload
 - Faster updates of account information

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File & Pay Taxes Online -Amend My Return



The screenshot shows the Department of Revenue website interface. At the top, there are navigation links: ABOUT US | CONTACT US | QUESTIONS & ANSWERS | TEXT VERSION | PRINTER FRIENDLY. Below this is a search bar and the slogan "Working together to fund Washington's future". The main navigation menu includes Home, Doing business, File & pay taxes, and My account. The "File & pay taxes online" section is expanded, showing options: Excise taxes (E-file), Amend my return (highlighted with an orange arrow), Use tax, and Cigarette tax. Other services listed include BillPay, Real Estate Excise Tax Administration, and e-mail reminders.

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File & Pay Taxes Online -Amend My Return

Department of Revenue Washington State

ABOUT US | CONTACT US | QUESTIONS & ANSWERS | TEXT VERSION | PRINTER FRIENDLY

Department of Revenue Washington State "Working together to fund Washington's future."

Logged in as efiletest5 Profile | Log out

- Home
- File & pay taxes
- Doing business
 - Business types
 - Register my business
 - My account
 - Audits
 - Find taxes & rates
 - Workshops & education
 - Get a form or publication
 - Find a law or rule

Need Some Assistance? 1-877-345-3353

Doing business

Home / Doing business / My account / Amend my return

Amend my return

List of services Account(s) **Inbox (1)**

Did you make a mistake on your tax return? To send us an amendment, select your tax registration number, and click "Next."

If your account is not listed, click "add an account."

Tax Registration Number:

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File & Pay Taxes Online -Amend My Return

Department of Revenue Washington State

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Need Some Assistance? 1-877-345-3353

Doing business

Home / Doing business / My account / Amend my return / Amend my return

Amend my return

List of services Account(s) **Inbox (1)**

What is your name?
 First: * Last: *

What is your phone number? - ext. *

What is your role in the business that filed the original tax return?

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File & Pay Taxes Online -Amend My Return



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Home / Doing business / My account / Amend my return / Amend my return

Amend my return

What period(s) are you amending?
(e.g. 10/05-12/05, Q3/05, A/04)

Please choose an option below (if you're amending multiple returns, this option should reflect the net affect of all your amended returns).

- I have overpaid my taxes, please send me a (choose one):
 - Credit notice
 - Refund check
 - I expect to owe additional taxes (the Department will provide payment information after submitting your amended return).
 - I'm not expecting a change in the amount of tax due.

Back Cancel Next

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File & Pay Taxes Online -Amend My Return



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Home / Doing business / My account / Amend my return / Amend my return

Amend my return

For each period you are amending, explain the changes made for each line on your tax return. You must include:

- The amount you originally reported
- The adjusted amount
- A reason for the change

For example: "I reported a wholesaling amount of \$20,000 and I should have reported \$15,000. This is because I reported a sale twice on my Q2/05 return."

You can attach an Excel spreadsheet if needed.

Attach/Remove Attachment(s)

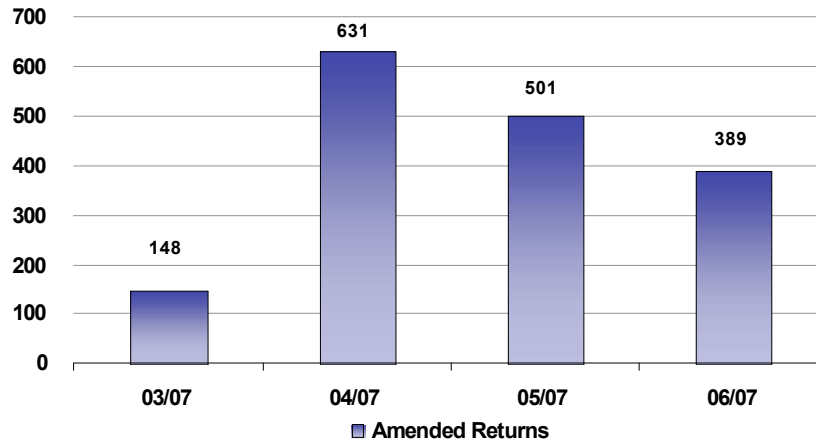
I received a resale certificate after filing my April 2007 return.
Retail Sales of 5,000 reported to local location 3406, should have been reported as wholesaling.

If you do not provide a sufficient explanation, your request will be delayed or denied.

Back Cancel Submit

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File & Pay Taxes Online -Amend My Return



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File & Pay Taxes Online -Amend My Return



Benefits

- Tracks requests
- Automated assignment
- Standardized format
- Automated storage
- Eliminates paper handling

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File & Pay Taxes Online

-Use Tax



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Department of Revenue Washington State "Working together to fund Washington's future" My Account: Login | Join

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 - Workshops & education
 - Get a form or publication
 - Find a law or rule

File & pay taxes online

- Excise taxes (E-file)
- Amend my return
- Use tax ←
- Cigarette tax

More services

- BillPay
- Real Estate Excise Tax Administration
- Send a secure e-mail
- Sign up to receive filing due date reminders by e-mail

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File & Pay Taxes Online

-Use Tax



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Home / Doing business / My account / File consumer use tax

File consumer use tax

- File A New Return
 - Start a new use tax return ←
- Pending/Unfiled Returns
- No Unfiled/Pending Returns
- Filed Returns
 - No Filed Returns

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File & Pay Taxes Online

-Use Tax

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- Get a form or publication
- Find a law or rule

Doing business

Home / Doing business / My account / File consumer use tax / New return

New return

Get Started

Choose the type of use tax you want to pay.

- Use tax for my personal items
- Use tax for items my business purchased
- Use tax for items my client purchased

Back Cancel Next

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File & Pay Taxes Online

-Use Tax

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- Find a law or rule

Doing business

Home / Doing business / My account / File consumer use tax / New return

New return

Enter Your Information * Required Fields

Please complete the following and click next.

First Name:

Last Name: MI:

Address:

City: State: Zip: -

Phone: (360) -

Back Cancel Next

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File & Pay Taxes Online

-Use Tax

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Doing business

Home / Doing business / My account / File consumer use tax / New return

New return

USPS Address Standardization ◀ Modified Fields

The fields marked with ◀ have been modified to fit USPS standards. If any of the data is incorrect please correct it and click "Next".

Name: TRACYE L FRALICK

Address: 6500 LINDERSON WAY SW STE 301

City: TUMWATER State: WA Zip: 98501 - 6561 ◀

Phone: (360) 902-7016

[Back](#) [Cancel](#) [Next](#)

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File & Pay Taxes Online

-Use Tax

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- Find a law or rule

Doing business

Home / Doing business / My account / File consumer use tax / New return

New return

Your Account

Thank you. Here is your account information. Click next to file your return.

Tax Registration Number: **950-015-458** ←

Name: Tracye L Fralick

Address: 6500 LINDERSON WAY SW STE 301

City: TUMWATER State: WA Zip: 98501-6561

Phone: (360) 902-7016

[Cancel](#) [Next](#)

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File & Pay Taxes Online

-Use Tax



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Home / Doing business / My account / File consumer use tax / Use tax return

Use tax return FRALICK TRACYE L 950-015-458

Add An Item * Required Fields

Describe your item(s):

Value of item(s): * (Example: 349.99)

Location where this item will primarily be used. If the item will be used in a different location, click "Edit this address," type in the new address, and click "Next."

Address: 6500 LINDERSON WAY SW STE 301 [Edit this address](#)
 City: TUMWATER
 Zip: 98501-6561
 County: Thurston

Cancel Next

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File & Pay Taxes Online

-Use Tax



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Logged in as efiletest5 Profile | Log out

Home / Doing business / My account / File consumer use tax / Use tax return

Use tax return FRALICK TRACYE L 950-015-458

Return Summary

Item(s) Description	Value	Location Used	Rate	Tax Due	
1. Washer, Dryer	\$2,300.00	TUMWATER	0.084	\$193.20	Edit Remove
Subtotal:				\$193.20	

[+ Add Another Item](#)

Cancel Next

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File & Pay Taxes Online -Use Tax



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Department of Revenue Washington State
 "Working together to fund Washington's future"
 Logged in as: [Name] | [Profile](#) | [Log out](#)

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Doing business
[Home](#) / [Doing business](#) / [My account](#) / [Conservation Tax](#) / [Use tax account](#)

Use tax payment FRALICK TRACYE L 950-015-458

Filing Summary
 Use tax subtotal: \$193.20
 Sales tax paid in another state: \$0.00
Total amount due: \$193.20

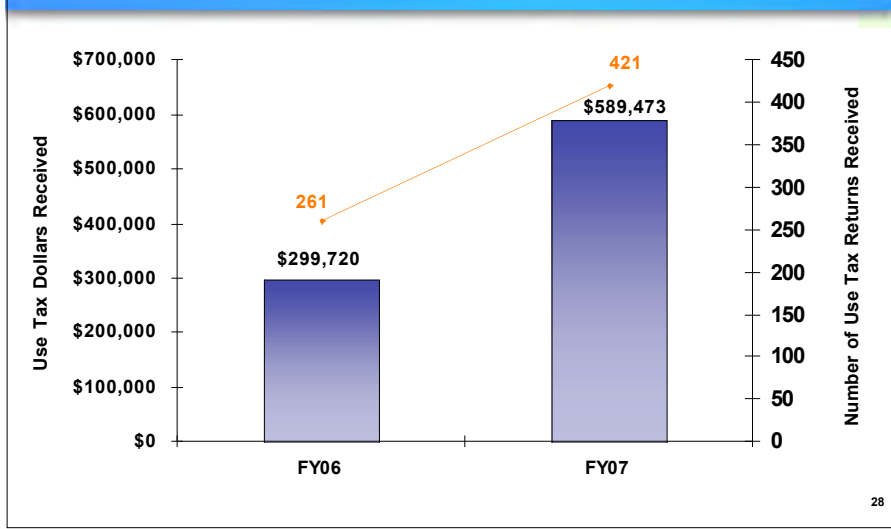
Payment Method
 Choose payment type:

E-Check
Amount: \$193.20
 When selecting the E-Check payment option, you will be taken to US Bank's web site to complete your payment. Please note that US Bank charges a \$1.00 convenience fee for their service.
 Once your E-Check payment is successfully completed, a confirmation e-mail will be sent to you and the Department of Revenue.

[Back](#) [Cancel](#) [Next](#)

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File & Pay Taxes Online -Use Tax



File & Pay Taxes Online -Use Tax



Benefits

- Use of GIS determines correct tax location and rate.
- Calculates correct tax owed.
- Multiple payment options available
- Record of payment

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More Services -BillPay



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My Account: [Login](#) | [Join](#)

Doing business

My account

File & pay taxes online

- Excise taxes
- Amend my re
- Use tax
- Cigarette tax

Manage my account

Tax Incentives |

- File my Tax li Report/Surve
- Apply for Con Trip Reductio credit
- Apply for Mai tax credit

More services

- **BillPay** ←
- Real Estate Excise Tax Administration
- Send a secure e-mail
- Sign up to receive filing due date reminders by e-mail

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More Services -BillPay



Department of Revenue
Washington State

Working together to build Washington's future.

Home | About Us | Contact Us | Services | My Account | Account Information | List of Services | Account(s)

Doing business with the State of Washington?

My Account - Account Information

To file and pay electronically (E-File), click here or look for the button at the bottom of the screen. Will cost: Tax Return

The Duke: 501 501 503

Account Number: 501 501 503
 Owner Name: The Duke
 Mailing Address: 224 Energy Valley Ave
 Everett, WA 98201
 E-mail: revenue@dc.wa.gov
 Fax: (360) 885-2000
 Report Type: Annual

Update My Account | View My Account
 Account History | History Funds Transfer | Add Bank Payment History

BillPay electronically pay your invoices

Pay your balances due, unpaid tax returns, and tax assessments.

Invoice No.	Posting Period	Due Date	Amount Due	Actions
4	A/2004	02/10/2005	\$1,111.43	View Make Electronic Payment Print Check Voucher

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More Services -BillPay



Department of Revenue
Washington State

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Official Time: 11:14 AM | [Back To Account](#)

BillPay electronically pay your invoices

Make Electronic Payment: THE DUKE (501 501 503)

Need Some Assistance?
1-877-348-3383
or
Click Here to e-mail your question

Invoice Number	4
Posting Period	A/2004
Issue Date	02/10/2005
Due Date	02/10/2005
Tax Owed	\$1,057.64
Interest	\$53.79
Penalty	\$0.00
Amount Due	\$1,111.43

Select Payment Type:

ACH Debit Payment

Transfer Date:

Amount:

*If paying after the due date, your transfer date cannot be changed.

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More Services -BillPay



BillPay

electronically pay your invoices

Official Time: 11:15 AM

Liability Payment Receipt: THE DUKE (501 501 503)

Need Some Assistance?
1-877-345-3353
-or-
[Click Here](#)
to E-mail your Question

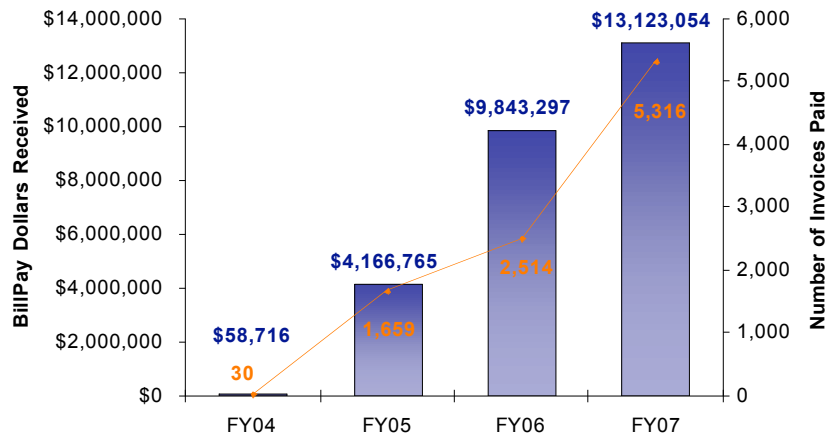
Please print this receipt for your records as a confirmation of your liability payment.

Payment Receipt	
Invoice Number	4
Posting Period	A/2004
Issue Date	02/10/2005
Due Date	02/10/2005
Previous Balance	\$1,111.43
Payment Type	ACH Debit
Confirmation Number	776
Amount Paid	200.00

[Return To Account Information](#)

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More Services -BillPay



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More Services -BillPay



Benefits

- Pay outstanding invoices today
- Multiple electronic payment options available (ACH Debit, Credit Card, E-Check)
- Same day payment tracking
- Simple and easy for taxpayers

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Questions



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