

# Instructions for Completing the Combined Excise Tax Return

◆ (You must file a return even if you had no business activity) ◆

You must do one of the following steps by **January 31, 2017**:

1. **If you had business activity**, you must file your return using one of the following options:
  - File electronically. Go to **dor.wa.gov** to use our free **E-file** service.
  - Complete and mail the enclosed return. If the return does not include your reporting classifications(s) please call 1-800-647-7706.
2. **If you did not have business activity, you must still file your return** by using one of the following options:
  - **E-file**: The simplest way to file is to use our free **E-file** service at **dor.wa.gov**.
  - **Phone**: To use our automated system at anytime call 1-800-647-7706. At the greeting enter 1 after each of the first two prompts and then follow the instructions given.
  - **Mail**: Check the “no business activity” box at the top of your tax return, sign, date, and mail to the address listed at the top of your return.
3. **If your business is closed**, and the close date is in 2016 or after, **you must still file your return**. You must close your account by using one of the following:
  - **Online**: To get more information about closing your account, and to complete the online form go to our website at [dor.wa.gov/CloseAccount](http://dor.wa.gov/CloseAccount).
  - **Phone**: To use our automated system call 1-800-334-8969. At the greeting enter 1, then 430 and follow the instructions given.
  - **Mail**: Complete your return reporting any revenue collected and check the “Business Closed” box at the top of your tax return, enter the date closed, and mail to the address listed at the top of your return.

## Section I – State Business and Occupation (B&O) Tax, Lines 1-17

1. Locate the B&O Tax classification(s) for your business. Enter the gross income from your business activities under Gross Amount.
2. Calculate your total Deductions. (**Deductions do not apply to all taxpayers**)
  - a. On pages 3 and 4, Deduction Detail, locate the line number and activity that corresponds to the line number of your B&O tax classification(s) on page 1 of the tax return.
  - b. Enter the amount of your deduction next to the appropriate deduction type.
  - c. For each B&O Tax classification, enter the total amount of deductions in the Total box.
  - d. Transfer the total deduction amount to the corresponding line on page 1 of your return.
3. On page 1, subtract the Deductions from the Gross Amount and enter that number under Taxable Amount.
4. Multiply each taxable amount by the rate shown and enter the amount under Tax Due.
5. Add Tax Due amounts (lines 1-17) and enter the total in the Total B&O Tax box.

## Section II – State Sales & Use Tax, Lines 18-19

### State Retail Sales Tax, Line 18

1. Enter the gross amount. This amount must be the same as the Retailing gross amount on line 17.
2. Enter all deduction amounts on the Deduction Detail Page.
3. Add all deductions and transfer the total amount to Page 1, line 18.
4. On page 1, subtract the deductions from the gross amount. Enter that number under Taxable Amount.
5. Multiply the taxable amount by the rate shown and enter that number under Tax Due.

## State Use Tax/Deferred Sales Tax, Line 19

1. Under Use Tax/Deferred Sales Tax Gross Amount, enter the value of the articles used or consumed in Washington State on which sales tax has not been paid.
2. Multiply the gross amount by the rate shown and enter the amount under Tax Due.

## Section III - Local City and/or County Sales and Use Tax Local Sales Tax Lines 20-23

1. Enter the location code and local rate for each location in which tax is due. If more than four locations, please report local retail sales tax on page 1 of the Local Sales & Use Tax Addendum. To access the addendum or to find current location codes and rates, go to our website at **dor.wa.gov**.
2. Enter the taxable amount for each location.
3. Multiply taxable amounts by the local rate and enter the amount under Tax Due City or Co.
4. Add the taxable amounts and enter the sum under Total Taxable. This amount must be the same as the Retail Sales Taxable Amount on line 18.
5. Add all the Tax Due City or Co. and enter the amount in the Total box.

## Local Use Tax/Deferred Sales Tax, Lines 24-25

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report local use tax/deferred sales tax on page 2 of the Local Sales & Use Tax Addendum. To access the addendum go to our website at **dor.wa.gov**.
2. Enter the taxable amount for each location under Value of Articles.
3. Multiply the value of articles by the local rate and enter the amount under Tax Due City or Co.

4. Add the value of articles amount, and enter the sum under the Total Value of Articles. This must be the same as the gross amount on line 19.
5. Add all the Tax Due City or Co. and enter the amount in the Total box.

**Motor Vehicle Sales/Leases Tax and Litter Tax  
Lines 26-27**

**Motor Vehicle Sales/Leases Tax, Line 26.**

1. Enter the Taxable Amount for Motor Vehicle Sales/Leases. Multiply by the rate shown and enter under Tax Due

**Litter Tax, Line 27.**

1. Enter the Taxable Amount for Litter Tax. Multiply by the rate shown and enter under Tax Due.

**Section IV - Lodging Taxes  
Lines 35-48**

If your business reports lodging taxes you will receive a lodging flyer with your return, refer to that flyer for instructions on filling out this portion of your return.

**Section V - Other Taxes  
Lines 49-53**

1. The gross amounts for these lines are based on the value of the product. In column 1 on the line for the appropriate tax classification, write the gross amount.
2. If you have deductions, enter the total deductions in column 2. (Deductions must be itemized on page 4).
3. Subtract column 2 from column 1. Write this amount in column 3. This is your taxable amount.
4. Multiply the taxable amount in column 3 by the rate shown in column 4 and write this amount in column 5.

**Lines 54-61**

1. The taxes in this section of the return are based on the quantity sold. On the line for the appropriate tax classification, write the number of items sold in the Quantity column.
2. Multiply the quantity by the rate shown in the Rate column and write this amount in the Tax Due column.

**Total Other Taxes, Lines 49-61**

1. Total the amounts in the Tax Due column, lines 49-61.
2. Write this amount in the Total Other Taxes box.

**Section VI - Credits  
Lines 62-72**

1. Enter credit amount(s) on the appropriate line(s).
2. Use the appropriate Small Business B&O Tax Credit Table, to determine if you are eligible for this credit. SBC tables are enclosed with your return or can be found at [dor.wa.gov](http://dor.wa.gov). If you are eligible, enter the amount on line 64 in the Amount column.
3. Total all credits on lines 62-72, and write this amount in the Total Credit box. Transfer this amount to Section VII, line 32 on page 1 of the return.
4. Attach any documents or schedules required to support your credit(s) to the tax return.

**Section VII - Totals**

**Lines 28-34**

1. Total all tax due amounts on page 1. Write this total on line 28.
2. Total all tax due amounts on page 2. Write this total on line 29.
3. If applicable, write the total of all addendums on line 30. (for example, Rental Car Addendum)
4. Add lines 28-30 and write this amount on line 31.
5. Subtract line 32 from line 31 and write this amount on line 33.
6. If you file this tax return after the due date shown on page 1 of the tax return, you owe a penalty. See penalty rates on page 1 of the tax return below the due date and **enter the penalty rate** in the percentage section of line 34, after the star. Multiply the penalty rate you owe by the subtotal on line 33 and write this amount in the total section of line 34.
7. Add lines 33-34 and write this amount in the Total Amount Owed box. This is the amount you owe.

**Finishing Your Tax Return**

To help us process your tax return, please:

1. Make sure the gross amounts reported were earned during the reporting period shown on the return.
2. If you have deductions, print your name and DOR Tax Registration Number on the top of page 3, Deduction Detail page.
3. Attach the Deduction Detail page and any credit schedules or addendums to your return, if applicable.
4. **Sign and date the return.**
5. Write a daytime phone number, including area code.
6. Mail to the address on the top of your return or use the envelope provided.



For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.