



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

June 15, 2009

Tax Registration Number:
PAC Code:

You must file and pay your taxes electronically

**New law:
SSB 5571**

The Washington State Legislature passed a law that requires you – as a monthly filer – to file and pay your business taxes electronically through the Internet. You must begin with your **July 2009 return** that is **due by August 25, 2009**.

See the enclosed sheet for instructions on filing and paying using E-file, the Department's Electronic Filing system.

**Your payment
options**

You may choose to use any of these four payment options:

- 1. EFT Debit:** You authorize the Department's bank to withdraw the amount you owe from your bank account on the date you select. This happens automatically each month when you submit your return. You must pre-register to use EFT Debit and allow three days for processing. There is no cost to use this option.
 - 2. EFT Credit:** You authorize your bank to send funds to the Department's account. You must initiate this payment each month. You must pre-register to use EFT Credit and allow three days for your registration to be processed. Check with your bank to find out if they charge a fee for this service.
 - 3. E-check:** You enter your bank account number and routing information to make a one-time payment. US Bank charges you a one dollar fee for each transaction.
 - 4. Credit Card:** You enter your credit card information to make a one-time payment. You can use Visa, MasterCard, American Express or Discover. You will be charged a 2.5% fee by a non-state vendor for this service.
-

Continued on back

No more paper returns

Once you register for E-file, you will no longer receive paper returns, tax rate flyers, or other publications.

You will start receiving due date reminders and rate change information at the e-mail address you give us when you register.

If you can't file and pay electronically

If you have extenuating circumstances that prevent you from filing and paying electronically, you may request a waiver. Examples of extenuating circumstances include lack of equipment such as a computer or internet connection.

Send a written waiver request with explanation to:

Electronic Filing and Payment Team
Department of Revenue
PO Box 47476
Olympia, WA 98504-7476

Assistance is available

We are here to help. If you have questions or need assistance, please call us at 1-877-345-3353.
