



## Rural County Application for Sales and Use Tax Deferral for Lessor 82.60 RCW

### General Instructions

**Filing:** This application must be mailed or faxed to the Washington State Department of Revenue prior to initiation of construction and/or taking possession of machinery and equipment within Washington State. "Initiation of Construction" is defined for purposes of this deferral program as the date on which excavation of the footprint or other similar work is started.

**Eligible Areas:** Eligible areas include (1) rural counties with fewer than one hundred persons per square mile, (2) counties smaller than 225 square miles and (3) designated community empowerment zones or counties containing such a community empowerment zone.  
**Note: The list of eligible areas is revised annually effective July 1 through June 30.** Businesses making investment decisions should be aware that a specific area may not be on the list every year. For a current county listing please contact the Department of Revenue.

**Eligible Investment Projects:** Manufacturing or research and development businesses may apply for the deferral if: (1) they are locating in one of the eligible counties or areas, and (2) they will be performing manufacturing or research and development at the site for which the deferral is requested. "Eligible investment project" does not include investment projects which have already received deferrals under this chapter.

**Qualified Activity** includes manufacturing and research and development. Manufacturing includes computer programming and other computer-related services, and activities performed by R&D and commercial testing laboratories.

**Qualified Building** includes structures, expansion, and renovation of existing structures. This includes materials and labor and services (including labor and services rendered in the planning and installation).

**Qualified Machinery and Equipment** includes machinery and equipment to be used as an integral and necessary part of the manufacturing or research and development operations.

**Employment Requirements:** Businesses that locate in a designated community empowerment zone or a county containing such a community empowerment zone must meet additional employment requirements in order to qualify for the deferral.

**Use Requirements:** All businesses must maintain a qualified manufacturing activity at the site of the investment project for the year in which the investment project is certified operationally complete plus seven additional years. An annual employee survey due March 31 is also required for every year in the eight-year period.

**Waiver of Taxes:** If all program requirements have been met, the deferred sales/use tax is waived by the Department of Revenue.

**Mail or Fax To:** Department of Revenue  
 Special Programs Division  
 PO Box 47477  
 Olympia, WA 98504-7477  
 FAX: (360) 586-2163

Name, Address, and Phone Number of Business
Telephone No. (     )

Name, Address, and Phone Number of Contact Person
<i>(All correspondence will be directed to this person)</i>
Telephone No. (     )

Department of Revenue Tax Reporting Number
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <span>–</span> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <span>–</span> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

Check One:
Lessee's Business is New <input style="margin-left: 100px;" type="checkbox"/>
Lessee's Business is Expanding <input style="margin-left: 100px;" type="checkbox"/>

Location of Investment Project
Check One:
Rural County <input style="margin-left: 100px;" type="checkbox"/>
Community Empowerment Zone <input style="margin-left: 100px;" type="checkbox"/>
County _____
Address _____
<i>Street Address</i>
_____
<i>City, State and Zip Code</i>

**Lessee information**

1. Name of Lessee: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Contact Person: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Department of Revenue Tax Reporting Account Number: \_\_\_\_\_

6. Do the lessee and lessor have 100% same ownership? Yes No

7. If the answer to question 6 is "Yes", please provide documentation to substantiate the relationship.

8. If the answer to question 6 is "No", has the lessor agreed by written contract to pass the economic benefit of the deferral to the lessee?

9. If the answer to question 8 is "Yes", is the economic benefit of the deferral passed to the lessee no less than the amount of the tax deferred by the lessor and evidenced by written documentation of the type of payment, credit, or other financial arrangement between the lessor or owner of the qualified building and the lessee AND has the lessee signed the statement below agreeing to complete the annual survey required by RCW 82.63.020?

Please have the lessee sign the following statement. Failure to do so will prevent approval of the application.

I agree to file an annual survey with the Department of Revenue each March 31<sup>st</sup> for eight years, beginning with the first calendar year after the calendar year in which the investment project is certified by the department as operationally complete.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*(Please attach a completed Lessee's Application, if applicable, a copy of the lease agreement and other written documentation in support of your answers to question 8 and 9, if applicable)*

**Estimated Investment Project Costs**

*Please include only those costs that will be paid for by the applicant.*

10. Structure:

Date construction/expansion to start \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Construction of new structure(s) \$ \_\_\_\_\_

Leasehold improvements paid for by applicant \$ \_\_\_\_\_

Expansion or renovation to expand floor space or production capacity \$ \_\_\_\_\_

Construction of cogeneration facility \$ \_\_\_\_\_

**Total Structure Costs** \$ \_\_\_\_\_

*(continued in next column)*

11. Machinery & Equipment:

Date equipment is to be installed \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Purchase Price \$ \_\_\_\_\_

Lease Contract Price \$ \_\_\_\_\_

Fair market value of previously owned machinery and equipment that is new to the State of Washington \$ \_\_\_\_\_

**Total Machinery & Equipment Costs** \$ \_\_\_\_\_

12. Total Costs \$ \_\_\_\_\_

13. Estimated Completion Date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Business Activity to be Conducted at this Facility**

*If additional space is needed to answer questions 14 and 15, please attach additional pages.*

14. Describe the nature of lessee's manufacturing activity at this facility: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Describe the nature of lessee's research and development activities at this facility, if applicable:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Apportionment of Structure**

*If the facility is used partly for manufacturing and partly for other purposes, the applicable tax deferral shall be determined by apportioning the costs of construction.*

16. Percentage of facility devoted to:

Accounting/Payroll \_\_\_\_\_ %

Administration \_\_\_\_\_ %

Cafeteria \_\_\_\_\_ %

Common Areas \_\_\_\_\_ %

Conference & Training Rooms \_\_\_\_\_ %

Customer Service \_\_\_\_\_ %

Manufacturing \_\_\_\_\_ %

Plant offices used by direct line supervisors or other managers who oversee the manufacturing process \_\_\_\_\_ %

Reception Area \_\_\_\_\_ %

Research & Development \_\_\_\_\_ %

Sales & Marketing \_\_\_\_\_ %

Warehouse \_\_\_\_\_ %

Other (please describe) \_\_\_\_\_ %

Total 100 %

17. Percentage of cogeneration energy produced and devoted to internal use, if applicable:		
Manufacturing	_____ %	
Research & Development	_____ %	
Other (please describe)	_____ %	
Total	<table border="1" style="display: inline-table;"><tr><td>100 %</td></tr></table>	100 %
100 %		

If the manufacturing or research and development activity is not maintained, all or a portion of the deferred taxes outstanding for this investment will be immediately due. The department will assess interest at the rate provided for delinquent excise taxes, but not penalties, retroactively to the date of the deferral.

**Audit Records Location**

If your application is approved, a deferral certificate will be issued using the estimates from your application. Upon completion of the project, an auditor will verify that you are performing qualified activities at this facility. They will also verify that the approved percentage of your structure and 100% of the machinery and equipment are eligible for the deferral. The auditor may adjust the allowable deferral based on his or her findings.

To minimize inconvenience and the time it takes to complete an audit, please have the following records for the audit period available for your meeting with the auditor:

- Purchase invoices (i.e., accounts payable, receipts)
- Supporting documentation for the construction, such as construction contracts
- Original Sales and Use Tax Deferral Certificate

Although most audits can be completed with the above records, additional documents may be required during the audit.

Please complete the following information about the contact person and audit records location if this information is currently available:

23. Contact person:

24. Phone number of contact person:

25. Location of audit records

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature Date

\_\_\_\_\_

Title

For tax assistance visit [dor.wa.gov](http://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.

**Employment Information**

18. Lessee's Average Number of Full Time Equivalents (FTEs) for Previous Calendar Year.  
(1820 annualized hours worked = 1 FTE):

Lessee's Entire Business: \_\_\_\_\_

At This Facility: \_\_\_\_\_

19. Estimated Number of New FTEs as a result of this project: \_\_\_\_\_

*If your investment project is located in a rural county, please skip question 20.*

20. If your investment project is located in a community empowerment zone (CEZ) or a county containing a CEZ, the lessee must hire a least one qualified employment position for each \$750,000 of investment on which a deferral is approved. The persons must be hired after the date the application is filed with the department. Each qualified employment position must be filled by persons who at the time of hire are residents of the CEZ. If, by the end of the second calendar year following the year in which the project is certified as operationally complete, the lessee has not hired and retained for twelve calendar months the required number of qualified employment positions, all deferred taxes are immediately due.

Estimated number of qualified full-time positions that will be filled by residents of the CEZ: \_\_\_\_\_

Name of CEZ: \_\_\_\_\_

**Use of Facility**

*All businesses must maintain a qualified activity at the site of the investment project for the year in which the investment project is certified as operationally complete, plus seven additional years.*

Yes      No

21. Does the lessee plan to operate this investment project in a qualified manner for 8 years from the time the project is complete?           

22. If the answer to question 21 is "No", how long does the lessee plan to operate this investment project with qualified use?

*(continued in next column)*