

Prep Sheet for City + State Reports

Seattle + WA DOR • Due January 31st

Total Gross Sales		\$ <input type="text"/>	Does NOT include any sales tax collected		
<i>By Category</i>					
Service	Retail*	Wholesale	Manufacturing	Royalties	
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
<i>If not considered retail</i>	<i>Products, or services that improve physical things</i>	<i>You sell to a seller, they collect the sales tax</i>	<i>For any products you created</i>	<i>From any books, music, etc. sold</i>	
*See page 2 for more prep with Retail Sales					

WA State - Department of Revenue (DOR)

For help, call: 877.345.3353

dor.wa.gov

"SAW" User ID

Password

City of Seattle

For help, call: 206.684.8484

filelocal-wa.gov

Login ID

Password

If this is your first time filing with the DOR, you'll need ~

UBI

Letter ID

Find on the paper tax form mailed to you, in a letter, or Call the DOR.



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jennygirlfriday.com

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Additional Prep for Retail Sales

****If this is your first time reporting, you may want to call the state and city and get help!**

It's their job to walk us through filing our tax reports. :)

DOR Help 877.345.3353

Seattle Help 206.684.8484

If you paid sales tax when purchasing COGS, or supplies to make products, you can take a deduction.

Tax Paid
at The Source

\$

To do this, you'll need a weird number: *A Grand Subtotal.*

This is ... a total of all these purchases *before* sales tax.

You can either total all of those subtotals (before tax) by looking at the receipts,

Or, use this formula ~

Total Paid (*Including Sales Tax*)..... divided by 1.101 = _____

Gross Sales
Subtotals by
Cities in WA

city	gross sales	city	gross sales