



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

LA CENTER ARTS COUNCIL  
34700 NE 14TH AVE  
LA CENTER WA 98629-3202

September 13, 2024  
Letter ID: L0027901864  
UBI: 605-571-788  
Account ID: 605-571-788  
Account Type: Excise Tax

**IMPORTANT! Tax Registration Information**

Congratulations! You are now registered to operate your business in Washington. Your Unified Business Identifier (UBI) number shown above is a nine-digit number linking your business to the following UBI agencies if applicable: the Department of Revenue Business Licensing Service, the Office of the Secretary of State, the Department of Employment Security and Labor and Industries. Please use your UBI number when contacting these agencies. A Department of Revenue (DOR) tax account is also assigned to your business for reporting taxes. Please refer to the account ID shown above any time you contact DOR for assistance with your tax account.

Based on your business open date, the first return you must file is the annual period ending 12/31/2024 and is due on **April 15, 2025**.

**Filing due dates**

Your taxes must be filed **annually**. Annual filers are required to file and pay taxes electronically (e-file). All future correspondence from us will be sent electronically to your secure My DOR online account.

The due date for the annual excise tax return is April 15th following the taxable period (e.g. January 1 through December 31 of the previous year). Annual returns before 2019 are due January 31<sup>st</sup>. When a due date falls on a weekend or legal holiday, the due date extends to the next business day. You must file a tax return each year, even if you do not have business activity to report.

**Electronic filing requirement**

You are required to file and pay electronically (RCW 82.32.080) unless you have an approved exemption. Go to [dor.wa.gov/mandatorye-file](https://dor.wa.gov/mandatorye-file) for more information. If you cannot file and pay electronically, request an exemption by sending a written explanation to:

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

**Filing Reminders**

If you are not already subscribed to our notification service, subscribe at [dor.wa.gov/SubscribeNow](https://dor.wa.gov/SubscribeNow).

- Enter your email address or phone number.
- Select the notifications you would like to receive.

Taxpayer Account Administration Division  
PO Box 47476 Olympia, WA 98504-7476

If you are already receiving reminders, but need to make changes, update at [dor.wa.gov/UpdateSubscription](http://dor.wa.gov/UpdateSubscription).

### **Learn about your tax responsibilities**

As a business owner, it is important that you stay up to date on your reporting obligations. For new businesses needing an overview of Washington taxes, we offer monthly workshops and webinars to help you understand your tax reporting responsibilities. Go to [dor.wa.gov/BusinessTaxWorkshops](http://dor.wa.gov/BusinessTaxWorkshops) for a complete list of workshops around the state.

### **How to apply for a free reseller permit**

Reseller permits allow businesses to make qualifying purchases for resale without paying sales tax. If you need a reseller permit, go to [dor.wa.gov/resellerpermit](http://dor.wa.gov/resellerpermit) for information on how to apply. Most applications are processed within 10 business days but can take up to 60 days.

### **Resources on our website**

- *My DOR*: Update contact information, close your account, pay overdue taxes, and send/receive confidential information by email using secure messaging.
- *New Business Tax Basics*: Get an overview of Washington business taxes and reporting requirements.
- *Tax rate lookup tool*: Look up tax rates for any location within the state of Washington. You'll find tax rates for Sales & Use, Motor Vehicle Sales/Leases/Rentals, and Lodging.
- Also, find online and local workshops, publications, law changes, and current rulings.

### **Personal Property Tax**

Businesses also owe tax on the personal property (computers, servers, printers, etc.) they use to conduct business. You must file a Personal Property Tax Listing Form with your county assessor's office by April 30th each year. To learn more, search for Personal Property at [dor.wa.gov](http://dor.wa.gov).

### **Reporting Unclaimed Property**

Unclaimed property is monetary assets or tangible property held by a business that has lost contact with the owner for a period of one year or longer. When your business cannot find the owner, you must report the unclaimed property to the Department of Revenue. Typical items include uncashed checks (including payroll), customer credits, etc. For more information, visit our website at [ucp.dor.wa.gov](http://ucp.dor.wa.gov).

### **Retirement Marketplace**

Enhance your employee benefit package by offering a retirement plan with no employer fees! The Retirement Marketplace is an online portal that empowers businesses and individuals to comparison shop for low-cost, easy-to-use private retirement plans. Use is voluntary. Differentiate yourself from the competition – attract and retain talented workers and reduce turnover costs. Shop for plans today at [RetirementMarketplace.com](http://RetirementMarketplace.com).

### **Questions?**

For more information, visit our website at [dor.wa.gov](http://dor.wa.gov) or call 360-705-6705. Teletype (TTY) users call 711. Please contact us immediately if your account information changes or your business closes.

Good luck with your new business!

### **Instructions to Get Started**

Access your Washington state tax and business licensing accounts with the Department of Revenue's online portal, **My DOR**.

### **Log into My DOR**

You'll need a SecureAccess Washington (SAW) user ID and password to log into **My DOR**.

*If you don't have a SAW User ID*

1. Go to [dor.wa.gov/Login](http://dor.wa.gov/Login) and click the **Sign Up** link.
2. Follow the prompts to provide your information. **Don't lose access to your account!** - Add a mobile phone number when you sign up.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and sign in.

*If you have a SAW User ID*

1. Go to [dor.wa.gov/Login](http://dor.wa.gov/Login).
2. Enter your SAW User ID and Password, and then click the **Log in** button.

### **Become an Administrator**

We recommend owners, officers, or governing people be administrators of their account. Once you gain administrator access, you may add or remove accountants, tax preparers, employees, or other people that help manage your account.

### **Add access to your account**

1. On the *My DOR Services* page, click **Access your account using a letter ID**.
2. Enter the Letter ID shown at the top right of this letter and click **Next**.
3. Follow the prompts to enter additional information, also provided on the first page of this letter, then click **Next**.
4. Verify the information and click **Submit**.
5. The account is now added to your account *Summary* page.

For more information on creating a SAW User ID and becoming an administrator visit [dor.wa.gov/GetStarted](http://dor.wa.gov/GetStarted).

For more information, visit [dor.wa.gov](http://dor.wa.gov).



## English

Department of Revenue offers free interpretation and translation services. To get assistance, call 360-705-6705 and ask for an interpreter. When you call, please allow a few moments for us to contact an interpreter. **Hours:** Our phone center is open Monday through Friday 8 a.m. - 5 p.m., except closed Wednesday from 8 a.m. - 9 a.m.

## አማርኛ (Amharic)

የገቢዎች ክፍል ነፃ የድምፅ ትርጉም እና የጽሑፍ ትርጉም አገልግሎቶችን ይሰጣል። እርዳታ ለማግኘት 360-705-6705 ይደውሉ እና አስተርጓሚ ይጠይቁ። ሲደውሉ፣ እባክዎን አስተርጓሚ እንድናገኝ ለጥቂት ጊዜ ይፍቀዱልን።  
**ሰዓታት:** የሰላሳ ሰዓታት ከሰኞ እስከ አርብ ከጠዋቱ 8 ሰዓት እስከ ምሽት 5 ከሰላት ከፍት ነው፣ ረቡዕ ከተዛጋው ረቡዕ 8 - 9 ከጠዋቱ ካልሆነ በስተቀር።

## عربي (Arabic)

تَقَدِّمُ إدارة الإيرادات خدمات الترجمة الفورية والترجمة التحريرية مجانًا. للحصول على المساعدة، اتصل بالرقم 360-705-6705 واطلب الاستعانة بمترجم فوري. عند الاتصال، يرجى منحنا بعض الوقت لنتمكن من التواصل مع مترجم فوري. **مواعيد العمل:** يعمل مركز الاتصالات الهاتفية لدينا من الاثنين إلى الجمعة من الساعة 8 صباحًا إلى الساعة 5 مساءً، ما عدا يوم الأربعاء من الساعة 8 صباحًا إلى الساعة 9 صباحًا

## 中文 - 简体字 (Chinese Simplified)

财政部免费提供口译和翻译服务。如需协助，请致电 360-705-6705，申请口译员。致电后，请耐心等待，联络口译员需要一定的时间。**时间：**电话中心每周一到周五开放，从上午 8 点到下午 5 点，每周三上午 8 点到 9 点除外。

## Français (French)

L'Administration Fiscale offre des services d'interprétation et de traduction gratuits. Pour obtenir de l'aide, appelez le 360-705-6705 et demander un interprète. Lorsque vous appelez, veuillez patienter quelques instants pour que nous puissions contacter un interprète. **Heures d'ouverture:** Notre centre téléphonique est ouvert du lundi au vendredi de 8 à 17 heures, sauf le mercredi de 8 à 9 heures.

## فارسی (Farsi)

اداره درآمد، خدمات رایگان ترجمه شفاهی و کتبی را ارائه می‌کند. برای دریافت کمک، با شماره 360-705-6705 تماس بگیرید و یک مترجم شفاهی درخواست کنید. هنگام تماس، لطفاً چند لحظه صبر کنید تا ما با یک مترجم شفاهی تماس بگیریم. **ساعات کار:** تلفن ما از دوشنبه تا جمعه از ساعت 8 صبح تا 5 بعد از ظهر باز است، به جز چهارشنبه از ساعت 8 صبح تا 9 صبح که بسته است.

## 日本語 (Japanese)

歳入局では、無料の通訳および翻訳サービスを提供しています。サポートを受けるには、お電話（360-705-6705）にて通訳を依頼してください。お電話にてご連絡を受けてから、通訳者と連絡を取るまでに少々時間をいただく場合があります。ご容赦ください。**受付時間:** 電話センターは、月曜日から金曜日、午前 8 時から午後 5 時までお申し込みを受け付けています（水曜日の午前 8 時～午前 9 時を除く）。

## ខ្មែរ (Khmer)

នាយកដ្ឋានចំណូល ផ្តល់សេវាបកប្រែប្រែប្រួលមាត់ និងបកប្រែអត្ថបទដោយឥតគិតថ្លៃ។  
ដើម្បីទទួលបានជំនួយ សូមទូរស័ព្ទទៅលេខ 360-705-6705 អ្នកបកប្រែ  
នៅពេលអ្នកហៅទូរស័ព្ទ សូមទុកពេលវេលាដើម្បីទាក់ទងអ្នកបកប្រែ។ ម៉ោងធ្វើការ៖  
មជ្ឈមណ្ឌលទូរស័ព្ទសម្រាប់សេវាបកប្រែប្រែប្រួលមាត់ ពីម៉ោង 8 ព្រឹក ដល់ 5 ល្ងាច  
លើកលែងតែថ្ងៃពុធ ពីម៉ោង 8 ព្រឹក ដល់ 9 ព្រឹក។

## 한국어 (Korean)

세입부는 무료 통역 및 번역 서비스를 제공합니다. 도움을 받으려면 360-705-6705 번으로 전화하여 통역사를 요청하십시오. 전화하실 때 저희가 통역사에게 연락할 수 있도록 잠시 기다려 주십시오. **시간:** 통화 센터는 월요일부터 금요일까지 오전 8 시부터 오후 5 시까지 운영하며, 수요일은 오전 8 시부터 오전 9 시까지 운영하지 않습니다.

## Kajin Majöl (Marshallese)

Opij eo ej kōmadmōd im kabine kakien ko ikijen Eowoj ej lelok jibañ ko ikijen ukok ilo kenono im jeje ejellok wonnen. Ñan ebök jibañ, kall ae lok 360-705-6705 im kajitōke juon riukok. Ilo ien am kall, jouj im letok jidik ien ñan amim bukōte riukok eo. **Awa ko:** Jikin kall eo amim ebellok Mande ñan Bolaide 8 awa jibbon - 5 awa jota, ijellokun Wenje ej kilök jen 8 awa jibbon - 9 awa jibbon.

## پښتو (Pashto)

د مستوفیت ریاست په وړیا ډول د شفاهی او تحریری ژباړې خدمت وړاندې کوي. د مرستې ترلاسه کولو لپاره، له 360-705-6705 سره اړیکه ونیسئ او د یو ژباړونکي غوښتنه وکړئ. د اړیکه نیولو پرمهال د مهرباني له مخې یو څو شېبې انتظار وکړئ ترڅو مونږ له یو ژباړونکي سره اړیکه ونیسو. **ساعتونه:** زموږ تېلفوني مرکز د چهارشنبې ورځې د سهار له 8 بجو څخه تر 9 بجو د بندښت په اړیکه سره، له دوشنبې تر جمعي، د سهار له 8 بجو څخه د ماښام تر 5 بجو پرانیسی وي.

português brasileiro (Portuguese)

O Departamento da Receita Federal oferece serviços gratuitos de interpretação e tradução. Para obter ajuda, ligue para 360-705-6705 e solicite um intérprete. Ao ligar, aguarde alguns instantes para que possamos entrar em contato com um intérprete. **Horas:** nossa central telefônica está aberta de segunda a sexta-feira, das 8h às 17h, exceto quarta-feira, das 8h às 9h.

ਪੰਜਾਬੀ (Punjabi)

ਮਾਲੀਆ ਵਿਭਾਗ ਵਿਆਖਿਆ ਅਤੇ ਅਨੁਵਾਦ ਦੀਆਂ ਮੁਫਤ ਸੇਵਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰਦਾ ਹੈ। ਸਹਾਇਤਾ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ, 360-705-6705 ਤੇ ਕਾਲ ਕਰੋ ਅਤੇ ਦੁਭਾਸ਼ੀਏ ਬਾਰੇ ਪੁੱਛੋ। ਜਦੋਂ ਤੁਸੀਂ ਕਾਲ ਕਰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਲਈ ਸਾਨੂੰ ਕੁਝ ਸਮਾਂ ਦਿਓ। **ਸਮਾਂ:** ਸਾਡਾ ਫ਼ੋਨ ਕੇਂਦਰ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁੱਕਰਵਾਰ ਤੱਕ ਸਵੇਰੇ 8 ਵਜੇ - ਸ਼ਾਮ 5 ਵਜੇ ਤੱਕ ਖੁੱਲ੍ਹਾ ਰਹਿੰਦਾ ਹੈ, ਸਿਵਾਏ ਬੁੱਧਵਾਰ ਦੇ, ਜੋ ਕਿ ਸਵੇਰੇ 8 ਵਜੇ - ਸਵੇਰੇ 9 ਵਜੇ ਤੱਕ ਬੰਦ ਰਹਿੰਦਾ ਹੈ।

Русский язык (Russian)

Налоговое управление предлагает бесплатные услуги устного и письменного перевода. Чтобы получить помощь, позвоните по телефону 360-705-6705 и попросите предоставить переводчика. Когда вы позвоните, пожалуйста, подождите несколько минут, пока мы свяжемся с переводчиком. **Часы работы нашего телефонного центра:** понедельник, вторник, четверг, пятница - с 8.00 до 17.00, среда – с 9.00 до 17.00.

af Soomaali (Somali)

Waaxda Dakhligu waxay bixisaa adeegyada fasiraada iyo turjumaada oo bilaash ah. Si lagu caawiyo, wac 360-705-6705 kadibna codso turjumaan. Marka aad wacdo, fadlan nasii dhawr daqiiqo oo aan kula xiriirno turjumaan. **Saacadaha:** Xarunteena taleefanka ayaa furan Isniinta ilaa Jimcada 8 a.m. - 5 p.m., marka laga reebo inay xirnaan doonto Arbacada laga bilaabo 8 a.m. - 9 a.m.

Español (Spanish)

El Departamento de Recaudación de Impuestos ofrece servicios gratuitos de interpretación y traducción. Para obtener asistencia, llame al 360-705-6705 y solicite un intérprete. Cuando llame, permítanos unos momentos para que nos comuniquemos con un intérprete. **Horario:** nuestro Centro de Llamadas da servicio de lunes a viernes, de 8:00 a. m. a 5:00 p. m., excepto los miércoles, que está cerrado de 8:00 a. m. a 9:00 a. m.

Kiswahili (Swahili)

Idara ya Mapato inatoa huduma za ukalimani na tafsiri bila malipo. Ili kupata usaidizi, piga simu 360-705-6705 na uombe mkalimani. Unapopiga simu, tafadhali tupe muda mfupi wa kuwasiliana na mkalimani. **Saa:** Kituo chetu cha simu kinafunguliwa Jumatatu hadi Ijumaa saa 8 asubuhi hadi saa 5 jioni, isipokuwa kufungwa Jumatano kuanzia saa 8 hadi saa 9 asubuhi.

اُردُو (Urdu)

محکمہ محصولات تفسیر و ترجمے کی مفت سہولت پیش کرتا ہے۔ معاونت پر کال کریں اور مفسر کا تقاضہ 360-705-6705 حاصل کرنے کے لیے کریں۔ ہمیں کال کرنے پر، براہ کرم ہمیں کچھ وقت دیں تاکہ ہم مفسر سے اوقات کار: ہمارا رابطہ مرکز پیر تا جمعہ صبح رابطہ قائم کر سکیں۔ بجے - شام 5 بجے کھلا رہتا ہے، ماسوائے بدھ کی صبح 8 بجے - صبح 8 بجے۔

Tiếng Việt (Vietnamese)

Sở Thuế Vụ cung cấp các dịch vụ thông dịch và biên dịch miễn phí. Để được hỗ trợ, hãy gọi 360-705-6705 và đề nghị được cung cấp một thông dịch viên. Khi quý vị gọi cho chúng tôi, vui lòng đợi trong giây lát để chúng tôi liên hệ với thông dịch viên. **Giờ Phục Vụ:** Tổng đài của chúng tôi hoạt động từ 8 giờ sáng đến 5 giờ chiều, thứ Hai đến hết thứ Sáu, ngoại trừ khung giờ tạm ngừng phục vụ từ 8 giờ sáng đến 9 giờ sáng thứ Tư.

CEC0012 (09/19/23)