



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

AMMANN AUTO TRANSPORT INC  
PO BOX 124  
EPHRATA WA 98823-0124

December 8, 2020  
Letter ID: L0014998723  
Account ID: 604-408-794  
Account Type: Excise Tax

**IMPORTANT CHANGE! Your Excise Tax Return Filing Frequency Changed**

Starting January 01, 2021, your excise tax filing frequency will change to Quarterly. The change was made because your annual excise tax liability is between \$1,050 and \$4,800, the established threshold for Quarterly reporting.

The first return you must file with your new reporting frequency is the Quarterly return ending 03/31/2021 and is due on **April 30, 2021**.

**Filing due dates**

Quarterly 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.

Due dates for quarterly tax returns are listed below. 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 quarter, even if you do not have business activity to report.

Quarter 1 (January 1 – March 31)	<b>April 30</b> due date
Quarter 2 (April 1 – June 30)	<b>July 31</b> due date
Quarter 3 (July 1 – September 30)	<b>October 31</b> due date
Quarter 4 (October 1 – December 31)	<b>January 31</b> due date

**Electronic filing requirement**

You are required to file and pay electronically (RCW 82.32.080). Go to [dor.wa.gov/mandatorye-file](http://dor.wa.gov/mandatorye-file) for more information.

If you can't file and pay electronically, request a waiver by sending a written explanation to:

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

**Questions?**

For more information, visit our website at [dor.wa.gov](http://dor.wa.gov) or call (360) 705-6211. Teletype (TTY) users call 711. Please contact us immediately if your account information changes or your business closes.

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

### **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 <https://dor.wa.gov/> and click the **Log in** button.
2. Click **Sign Up** and follow the prompts.
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 <https://dor.wa.gov/> and click the **Log in** button.
2. Enter your SAW User ID and Password, and then click the **Log in** button.

### **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 on the first page 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, visit [dor.wa.gov](https://dor.wa.gov).