



STATE OF WASHINGTON
DEPARTMENT OF REVENUE



14000003-000530-01-00000000

TWO CORRALS LLC
205 COOPER ST
MATTAWA WA 99349-0118

530

December 16, 2022
Letter ID: L0021557382
UBI: 605-010-700
Account ID: 605-010-700
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 12/31/2022 and is due on **April 17, 2023**.

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 31st. 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). Go to dor.wa.gov/mandatorye-file for more information.

If you cannot 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

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

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

to help you understand your tax reporting responsibilities. Go to dor.wa.gov/workshops for a complete list of workshops around the state.

Reseller permit

You are preapproved for a reseller permit. The permit is used to purchase qualifying items for resale without paying the sales tax. If you do not make purchases for resale, call us at 360-705-6705 to cancel the permit. Penalty for misuse of a permit is 50 percent of the tax due, in addition to the tax, interest, and other penalties imposed. (RCW 82.32.291) Visit dor.wa.gov/resellerpermit for more information.

To access and print your permit, you must access My DOR, our secure portal for business licensing and taxes. On the Summary screen for your Excise tax account, select Apply for/view a Reseller Permit and click **Print Permit**.

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.

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.

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.

Questions?

For more information, visit our website at 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!



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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.