



## CITY OF TUKWILA BUSINESS AND OCCUPATION (B&O) TAX REQUEST FOR ACTIVE NON-REPORTING STATUS

This form may be used to request an active non-reporting status for B&O tax. Active non-reporting means you are actively conducting business in the city but do not need to file B&O tax returns. *Refer to the additional information below.*

<b>Washington UBI Number</b>	<b>Legal Entity Name</b>
<b>Select the option below that applies to your business activities in Tukwila.</b> <input type="checkbox"/> <b>Nonresident business:</b> The business does <i>not</i> own, lease, rent, or maintain a place of business within Tukwila and the annual gross income attributable to the city does not exceed \$750,000. <b>OR</b> <input type="checkbox"/> <b>Tukwila business:</b> The business owns, leases, rents, or maintains a place of business within Tukwila and the annual gross income of the business or value of products manufactured or extracted does not exceed \$750,000.	
<b>Name of Applicant or Representative</b>	<b>Job Title</b>
<b>Email</b>	<b>Phone</b>

I hereby request that my City of Tukwila B&O tax account be placed on an active non-reporting status. I swear that the foregoing information is true and complete, to the best of my knowledge. I understand if the city approves my request and the taxable threshold is exceeded, I must pay the tax by the due date. I also understand I am responsible for verifying any future changes to the threshold in TMC 3.26.050(B).

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

Send your completed request to **tax@tukwilawa.gov** or mail to:

City of Tukwila Finance Department  
6200 Southcenter Blvd  
Tukwila, WA 98188-2514

To determine the gross income of the business, activities that are exempt from B&O tax under Tukwila Municipal Code (TMC) 3.26.090 should be excluded. The taxable amount of gross income attributable to the City is determined based on the allocation and apportionment provisions described in TMC 3.26.077.

The city may take up to 30 days to respond to a request for active non-reporting status. Additional information may be requested to determine eligibility. If approved, the business must continue to maintain proper financial records which demonstrate the gross income and taxable amount. If the taxable threshold is exceeded, it is the responsibility of the business to notify the city and file a tax return by the due date.