



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.*

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

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.

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 revenue in the City of Tukwila 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 that demonstrate any amount of tax due. 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.