



Address 1110 Capitol Way South, Suite 307 (P.O. Box 40915) Olympia, WA 98504-0915
 Telephone (360) 753-5446 | Toll-Free (844) 880-8794 | Fax (360) 586-9020
 Email bta@bta.wa.gov | Website bta.wa.gov

Notice of Appeal – Informal – Excise Tax

I appeal the decision of the Washington State Department of Revenue,
 Determination No. _____. Taxpayer ID (UBI) _____

For WSBTA Use Docket Number

Excise Tax – Check all that Apply

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> B&O | <input type="checkbox"/> Public Utility | <input type="checkbox"/> Real Estate (REET) |
| <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Hazardous Subst. | <input type="checkbox"/> Watercraft Excise |
| <input type="checkbox"/> Use Tax | <input type="checkbox"/> Leasehold | <input type="checkbox"/> Other _____ |

Short statement of errors, issues, and facts supporting appeal: (use attachment if necessary)

Amount in controversy: \$ _____

Appellant Name	Appellant/Representative Signature		
Appellant Mailing Address	City	State	Zip Code
Appellant Daytime or Message Telephone Number ()	E-Mail (By providing an email, you agree to receive correspondence by email.)		

Representative Name	Firm or Company Name; Bar Number and State		
Representative Mailing Address	City	State	Zip Code
Representative Daytime or Message Telephone Number	E-Mail (By providing an email, you agree to receive correspondence by email.)		



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Excise Tax Appeal Instructions

Use this form to appeal excise tax determinations of the Washington State Department of Revenue.

The appeal is an **informal** appeal governed by the rules published in [WAC 456-10](#).

Send this completed form along with a **copy** of the Department of Revenue determination you are appealing to the WSBTA by one of the methods below. Do not send evidence at this time.

U.S. Mail P.O. Box 40915
Olympia WA 98504-0915

Delivery 1110 Capitol Way South,
Suite 307
Olympia WA 98504

Fax (360) 586-9020

Email bta@bta.wa.gov

Fax or E-mail transmittals must be received before 5 p.m. Electronic files received after that time are deemed received on the next business day. The time of receipt of an electronically filed document is the time shown by the WSBTA's fax or electronic mail system.

The WSBTA will send a copy of your appeal and the Department of Revenue determination to the opposing party.

What's Next?

The WSBTA will mail or email you a letter acknowledging receipt of your appeal. The letter will include a **prehearing order** identifying the dates for submitting your evidence and briefing. Follow the terms of the prehearing order.

The letter will also include your docket number. You **must** reference your docket number in all future communication regarding your appeal.

If you have provided an email address, you will receive all correspondence by email.

Please ensure bta@bta.wa.gov is a permitted address in your spam filters.

Public Disclosure Notice:

Under the provisions of RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the WSBTA are considered public records and are available for public inspection and copying.

Questions?

If you have questions concerning this form, or would like to request this form in an alternate format, contact WSBTA.

For more information, visit our web site at <http://bta.wa.gov>.