



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

172

SONIC TELECOM, LLC  
2260 APOLLO WAY  
SANTA ROSA CA 95407-9113

October 28, 2021  
Letter ID: L0017820752  
UBI: 604-826-453  
Account ID: 604-826-453  
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 31<sup>st</sup>. 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](https://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](http://dor.wa.gov/workshops) for a complete list of workshops around the state.

#### **How to apply for a free reseller permit**

Reseller permits allow businesses to make qualifying purchases for resale without paying sales tax. If you need a reseller permit, go to [dor.wa.gov/resellerpermit](http://dor.wa.gov/resellerpermit) for information on how to apply. Most applications are processed within 10 business days but can take up to 60 days.

#### **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](http://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](http://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](http://RetirementMarketplace.com).

#### **Questions?**

For more information, visit our website at [dor.wa.gov](http://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!



14000003-000172-02-00000000

### **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).