



City of Tacoma  
Finance Department / Tax and License

## Confidential Tax Information Authorization

I authorize the City of Tacoma Tax and License Division to share my confidential tax information as indicated.

Use this form to authorize the City of Tacoma Tax and License Division to share your confidential tax information with a third party. You can also use this form to authorize the City of Tacoma Tax and License Division to send confidential tax information using regular fax or email.

### 1. Taxpayer Information

Taxpayer or Business Name \_\_\_\_\_  
Contract Account Number \_\_\_\_\_ UBI Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

### 2. Share my confidential tax information with the individual(s)/company listed below.

If you are not authorizing a third party, go to step 3.

If you are authorizing an entire company or a government agency, add the words "and staff".

If authorizing specific people, add additional name(s) in the *Authorized names/email* section.

Individual or Company Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Place an x in the appropriate box below:

Any information for any reporting period.  
 Any information for this reporting period: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
 Only listed information (list below) for this reporting period: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_

### Authorized Names/Email Section

### 3. Send my confidential tax information by regular email

I know regular email is not secure and confidential information may be intercepted by unauthorized persons. By

checking this box, I authorize the City of Tacoma Tax and License Division to send my confidential tax information using regular email.

### 4. My signature

I declare, under penalty of perjury, that I am authorized to sign this form. I am listed as the business owner, partner, corporate officer, or LLC member or manager in official records held by Washington State, or I have attached documentation (ex., power of attorney, annual report) that grants me the authority to sign.

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

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

Title \_\_\_\_\_ Date \_\_\_\_\_

City and State Where Signed \_\_\_\_\_

**This authorization remains in effect until revoked in writing by either party.** Keep a copy for your files to revoke this authorization, write "Revoke" across the front of this form and return it to Tax & License as indicated in step 5.

### 5. Email to Taxinfo@tacoma.gov

For tax assistance or to request this document in an alternate format, please contact us at 253-591-5252.

ATTN: \_\_\_\_\_



City of Tacoma  
Finance Department / Tax and License

## Authorization for Confidential Tax Information

### Confidential tax information

Tax information is confidential and cannot be shared with anyone without express permission. By completing this form, you are authorizing the City of Tacoma Tax and License Division to share your confidential tax information with the person(s) you name. This request may cover all confidential tax information or it may be limited to certain information and/or reporting periods. In section 2, please describe the specific information you want the City of Tacoma Tax and License Division to share and the periods covered by this authorization.

### **ATTN: (If you are working with a Tax and License employee)**

If you are working with a Tax and License employee, write the employee's name on the ATTN: line on the bottom of page 1 of this form and **return the form as instructed**.

**Otherwise, send this form via:**

**Email:** Taxinfo@tacoma.gov

**Mail:** Tax and License Division  
747 Market Street  
Room 212  
Tacoma, WA 98402

**Questions?** Call Tax and License at 253-591-5252.