



City of Tacoma Business Activities Questionnaire

To determine the extent of your business activities in the City of Tacoma, please provide the following information. Sign and return the completed statement to the address listed on this questionnaire. Please note that the questions pertain to the entire activity period indicated below.

BUSINESS ACTIVITY TIME PERIOD: _____ to _____

A. Company Identification

Company Name		Phone Number		
Mailing Address		City	State	Zip
Tacoma Contract Account Number	Washington State Reporting Number/UBI	Federal Employer Identification Number/FEIN		

B. Financial Information

<i>Sales Information</i>				
Gross Service Revenue	Worldwide	\$	City of Tacoma	\$
Gross Wholesaling Revenue	Worldwide	\$	City of Tacoma	\$
Gross Retailing Revenue	Worldwide	\$	City of Tacoma	\$
<i>Expenses and Asset Information</i>				
Payroll	Worldwide	\$	City of Tacoma	\$
Property	Worldwide	\$	City of Tacoma	\$

C. Company Activities in City of Tacoma

1. Describe in detail your business activities, activities performed in Tacoma, WA and services you provided to Tacoma customers.

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C. Company Activities in City of Tacoma Continued

2. Do you sell products (tangible personal property, digital products) to customers in Tacoma, WA? Yes No
- a. At retail to consumers or end users? Yes No
- b. At wholesale for resale? Yes No
- c. How were your products and services delivered to Washington customers? (Mark all that apply)
- Common Carrier Company Truck UPS USPS Other: _____
3. Do/did you deliver goods to Tacoma customers with your own equipment under lease by your firm? Yes No
- a. From points outside of Tacoma to points inside Tacoma? Yes No
- If Yes, please provide the origination city and state _____
- b. From points inside Tacoma to points outside of Tacoma? Yes No
- c. From points inside Tacoma to points inside Tacoma? Yes No
4. Sales/Services have been provided to: (mark all that apply)
- | | |
|---|---|
| <input type="checkbox"/> Consumers | <input type="checkbox"/> Retailers or Distributors for Resale |
| <input type="checkbox"/> Washington State, its Counties or Cities | <input type="checkbox"/> U.S. Government or its Agencies |
| <input type="checkbox"/> City of Tacoma | <input type="checkbox"/> Institutions (Educational, Religious, Etc) |
5. Sales and/or Services are performed by or through: (Mark all that apply)
- | | |
|---|---|
| <input type="checkbox"/> Tacoma Resident Employees | <input type="checkbox"/> Nonresident Employees* |
| <input type="checkbox"/> Local Independent Agents (Sales Broker) | <input type="checkbox"/> Nonresident Independent Agents (Sales Broker)* |
| <input type="checkbox"/> Local Manufacturer's Representatives | <input type="checkbox"/> Nonresident Manufacturer's Representatives* |
| <input type="checkbox"/> In-state Trade Shows | <input type="checkbox"/> Affiliated Companies |
| <input type="checkbox"/> Advertise, flyers, coupons, email, mailings, etc | <input type="checkbox"/> Affiliate Program |
| <input type="checkbox"/> Corporate Directors/Board Members | <input type="checkbox"/> Other (describe): _____ |
- * If you checked Nonresident, how many visits per year? _____ For what length of time? _____
6. Describe the nature of visits into City of Tacoma (i.e., present new and/or existing products to customers, stock shelves, monitor inventories, demonstrate the use of products, install and/or instruct your customers in the use of products and/or equipment). Date of first visit: _____.
7. Do/did you pay Business & Occupation taxes to any other cities in Washington? Yes No
- If Yes, please list the cities: _____

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C. Company Activities in City of Tacoma

8. Has your company or a third party hired by you: (Mark all that apply)
- Performed maintenance and/or repair services in Tacoma?
 - Provided training services in Tacoma?
 - Erected or installed products in Tacoma?
 - Contracted, constructed, or built structures in Tacoma?
 - Demonstrated products, attended trade shows, passed out printed promotional materials or electronic equivalent, verbal solicitations, emails, or showcased products and services in Tacoma?
 - Entered into agreements with Tacoma residents (businesses or individuals) and paid a commission or other type of payment consideration for referrals?
 - Others not listed? (describe below): _____
9. Has your company warranted its products or services sold to Tacoma customers? Yes No
- a. Was warranty provided by own employees who reside in or travel to Tacoma? Yes No
- b. Was warranty provided by Sub-contractor (e.g. repair shop) in Tacoma? Yes No
- *If Yes, who is contracted to perform the warranty service in Tacoma? _____

D. Employees and Third Party Representatives

10. Do/did you employ individuals located in Tacoma? Yes No
* If Yes, please provide the number of employees _____
11. Does your company provide Form 1099 to any Tacoma individual or business entity? Yes No
12. Has your company received Form 1099 for any activities conducted in Tacoma? Yes No
13. Does your company have a standard form of written agreement with employees or representatives in Tacoma, or a job description for such persons? Yes No
- *If Yes, please enclose a copy (or copies) for our review.

E. Locations and Property

14. Do/did your company maintain an office or other facility within City of Tacoma? Yes No
- * If Yes:
- Location(s) _____
- Number of Employee at location(s) _____
- Describe office function(s) _____

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E. Locations and Property Continued

15. Do/did your company maintain an office or other facility outside the City of Tacoma, but within the State of Washington? Yes No

*If Yes:

Location(s)

Describe office function(s)

16. Do/did you lease equipment of your own use in Tacoma? Yes No

* If Yes, when and where was the property leased?

17. Do/did you have property in Tacoma such as a company car, land, vessels/boats, aircraft, homes, vacation property, computers, servers, etc? Yes No

* If Yes, please describe the property in Tacoma:

18. Do/did your company maintain a stock of goods in Tacoma? Yes No

* If Yes, please supply the addresses for all locations:

19. Do/did you rent or lease product (tangible personal property) to customers in Tacoma?..... Yes No

a. If Yes, during what years? _____

b. Describe the property rented or leased:

Preparer and Signature Information

Signature	Date
Name (Print)	Position/Title
Direct Phone Number/Extension	Fax Number
Email Address	