



City of Tacoma Voluntary Disclosure Program Application

This form is available for businesses to use under the City's voluntary disclosure program. The form is not mandatory. A letter may be submitted in place of this form. Businesses should also include the following information:

- Schedules (by year) showing gross income generated in Tacoma by classification along with any deductions; and,
- Confidential Taxpayer Information Authorization form if the business is represented by a third party.

Business Name:

Legal Trade Name (Doing Business As) _____

Physical Address:

Street: _____

City _____ State _____ Zip Code _____

Mailing Address:

Street: _____

City _____ State _____ Zip Code _____

Contact Information:

Name: _____

Title: _____

Email Address: _____

Are you being represented by a third party?

- Yes
- No

If Yes, please provide a completed Confidential Information Authorization Form with this application.

Have you previously been contacted by the Tax & License division?

- Yes
- No

Is the business currently under audit by the Tax & License Division?'

- Yes
- No

Description of Business Activities:

How did you establish nexus with the City?

Date you began engaging in business in the City?



City of Tacoma
Finance Department / Tax and License

Any other notes or additional information you wish to provide?

The completed form (or letter) and revenue and deductions schedules (and Confidential Tax Information Application if applicable) may be sent to:

Mail:
City of Tacoma
Tax & License, Finance Department
747 Market Street, Room 212
Tacoma, WA 98402

Email:

taxinfo@tacoma.gov
(subject line should read "ATTN: Audit – VDP")