



## Annual Reconciliation of Receipts Threshold Exemption

**Important:** All fields must be completed, or the reconciliation will not be accepted. Please read all instructions on page 2 before sending in this form. The city may request additional documentation supporting the reconciliation.

City of Bellevue Registration Number		Year to be Reconciled
Business Name/DBA		Contact Name
Address		Telephone Number
City	State	Zip Code
Filing Status (please circle) Monthly    Quarterly    Annual    Non Reporting		
Tax Classification: (please circle) Wholesale    Retail    Service    Manufacturing    Extracting    Printing/Publish		
If you are no longer doing business in Bellevue and would like to close your account, please indicate the closure date here and return this form to the tax division.    Close Date _____		

Line		Amount
1	Enter total annual gross receipts	
2	Enter Allowable deductions	
3	Annual Reportable taxable receipts (Subtract line 2 from line 1)	
4	Annual Threshold (Enter annual threshold from the table in the instructions)	
5	Taxable Receipts (If line 3 is less than line 4, STOP. No tax is due; You do not need to file this from. If line 3 is more than line 4 enter amount on line three.)	
6	Enter total taxable receipts reported in 2018 (All amounts reported in column 4, lines 1-7 on the multi-purpose tax return, otherwise enter zero)	
7	If line 6 is more than line 5, subtract line 5 from line 6. This is the amount you over reported. See instructions on how to claim a refund on page 2	
8	If line 5 is more than line 6, subtract line 6 from line 5. This is the amount you under reported. You must file a return. See instructions on how to report additional tax due on page 2	

If your annual reconciliation results in a credit, would you like the amount refunded? ☐ Yes ☐ No

Signature	Date
Name (Print)	Position/Title

Attach a Confidential Tax Authorization form if filing on behalf of claimant.

## Instructions

### 1. Who should fill out this form?

Only businesses on non-reporting status or who filed returns below the quarterly minimum threshold during the calendar year are required to reconcile their taxable income annually. The annual reconciliation confirms a business is below the threshold.

### 2. How do I claim my refund?

Please send this reconciliation form to the tax division:

Email: [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov) (preferred)

FAX: 425-452-6198

Mail: Tax Division

P.O. Box 90012

Bellevue, WA 98009-9012

You must file your final year end return and pay any tax owed. Please do not amend your final return to include any refund due for previous periods from this reconciliation.

Please allow up to 90 days for review and processing. We will mail the refund to the address on record.

### 3. How do I calculate my taxable income?

Refer to Bellevue City Code (BCC) 4.09.

### 4. Will there be interest?

Interest will apply to both refunds and additional amounts due. The City will automatically include interest in refunds. If additional tax is due, the City will notify businesses of the amount of interest due.

### 5. What if I have questions about this reconciliation?

Call the tax office at 425-452-6851 or email [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov).

You may also go to our website at [www.bellevuewa.gov](http://www.bellevuewa.gov) for more information on filing your return.

### 6. How do I report additional tax due?

If your current filing status is non-reporting please file an annual return by January 31<sup>st</sup> and report amounts from

lines 1, 2 and 3 on the multi-purpose tax return.

If your current filing status is monthly, quarterly or annual you must file a return by January 31<sup>st</sup> and report the amount on line 8 in column 2. Do not take additional deductions as this amount is net of deductions already taken.

You may file returns online at

[www.filelocal-wa.gov](http://www.filelocal-wa.gov).

### 7. Instructions by line

Line 1 – If you filed returns in 2018 these are the amounts reported in column 2, lines 1-7 of each return.

If you did not file returns, enter your total annual gross receipts for all tax classifications listed on the multi-purpose tax return.

Line 2 – If you filed returns in 2018, these are the amounts reported in column 3, lines 1-7. If you did not file returns see schedule D for allowable deductions by tax classification

Line 6 – If you filed returns in 2018, these are the amounts reported in column 4, lines 1-7. Otherwise enter zero

### 8. Annual Thresholds

2019 - \$165,000

2018 - \$160,000

2017 - \$160,000

2016 - \$155,000

2015 - \$160,000