



**Seattle**  
Finance &  
Administrative Services

**CITY OF SEATTLE - HEATING OIL TAX RETURN**

To file this form electronically, please go to: [www.FileLocal-wa.gov](http://www.FileLocal-wa.gov)

Tax Period: 1st Quarter 2020

Payment Due: April 30, 2020

Penalty Begins: May 1, 2020

Please Report in Whole Gallons					
<u>Column A</u> Tax Classification	<u>Column B</u> # of Gallons Sold and Delivered	<u>Column C</u> Biodiesel Deduction* # of Gallons Sold and Delivered	<u>Column D</u> Taxable Gallons	<u>Column E</u> Tax Rate	<u>Column F</u> Tax Due Amount
Heating Oil Sold at Retail and Delivered in Seattle				x 0.236	\$ .

\*Deduct the total gallons of biodiesel (or the gallons of biodiesel within a blend) sold and delivered in Seattle.

Total Tax Due:	A return must be filed even if no tax is due or if there is no business activity for the period.	\$ .
Penalty Due:	Returns must be filed and taxes paid by the due date or penalties shall apply. See back of form for rates.	\$ .
Interest Due:	Returns filed after the due date will accrue interest. Contact our office for information about rates.	\$ .
Total to be Paid:		\$ .

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If this business is no longer operating because it was closed, if it was sold,  
its legal entity changed, or it discontinued this activity, please provide this info:

Reason: \_\_\_\_\_

Effective Date: \_\_\_\_\_

New Owner (if applicable): \_\_\_\_\_

New Owner address: \_\_\_\_\_

Per SMC 5.55.040B - A signature is required on this return. The undersigned  
swears or affirms that all information in this return is true and complete.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Date signed: \_\_\_\_\_

Mail the **original** copy with your payment to:  
City of Seattle-License and Tax Administration  
PO BOX 34907  
Seattle, WA 98124-1907

Phone: (206) 684-8484 | Fax: (206) 684-5170  
E-mail: [tax@seattle.gov](mailto:tax@seattle.gov)  
Web Site: [www.seattle.gov/license-and-tax-administration](http://www.seattle.gov/license-and-tax-administration)  
Online Reporting: [www.filelocal-wa.gov](http://www.filelocal-wa.gov)

Changes to your business information should be requested by calling (206) 684-8484 or by emailing [tax@seattle.gov](mailto:tax@seattle.gov)

### **How to Prepare your Heating Oil Tax Return**

Column B: Enter the total gallons of Heating Oil sold at retail within the City.

Column C: Enter your deduction of the total gallons of Biodiesel (or gallons of Biodiesel within a blend) sold at retail within the City.

Column D: Subtract the amount in column C from the amount in column B and enter the result in column D

Column F: Multiply the amount in column D by the tax rate shown in Column E and enter the result in Column F.

### **Online Reporting**

This form can be filed online at [www.filelocal-wa.gov](http://www.filelocal-wa.gov). Account registration and electronic payment are required to file online. Tax form setup might be required when you file your first form. The form type, period, and frequency can be found on the front of this form.

### **Report by Mail**

Make check payable to **City of Seattle**. Payments must be sent with the tax return when tax is due. Forms received without payment will not be considered "received" if taxes are owed. Late penalties and interest shall apply if either the form or check are postmarked after the due date.

### **Late Penalties**

A return showing any tax due must be received by the due date to avoid late penalty. If received after the due date, penalty shall apply as follows:  
Nine percent (9%) of the tax due if postmarked after the due date; or  
Nineteen percent (19%) of the tax due if postmarked after the last day of the month following the due date; or  
Twenty-nine percent (29%) of the tax due if postmarked after the last day of the second month following the due date.

**If there is no tax due, no late fee will be charged.** When tax is due, the minimum penalty will be \$5.00. Interest will be calculated from the date tax is due until the date paid. If the total due is not paid in full, the City will send a notice of underpayment for the additional balance owed.

### **Questions?**

If you have any questions, please email [tax@seattle.gov](mailto:tax@seattle.gov) or contact us by phone at 206-684-8484. Please have your customer number ready when you call, or include it in your email to us. We can assist with your questions or form preparations M-F, 8 a.m. to 5 p.m. PST.

For more information about this tax, visit [www.seattle.gov/license-and-tax-administration](http://www.seattle.gov/license-and-tax-administration)



