



## 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?**

**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  
(253) 591-5252  
Fax: (253) 591-5512

Email:  
[taxinfo@CityofTacoma.org](mailto:taxinfo@CityofTacoma.org)  
(subject line should read "ATTN: Audit – VDP")

If you have questions, please call (253)591-5252 or email [taxinfo@cityoftacoma.org](mailto:taxinfo@cityoftacoma.org).