



CITY OF EVERETT

BUSINESS TAX DIVISION

TAXPAYER AUTHORIZED REPRESENTATIVE DECLARATION

ACCOUNT INFORMATION

Table with 2 columns: LEGAL ENTITY NAME, BUSINESS ACCOUNT NUMBER, BUSINESS EMAIL ADDRESS, UBI NUMBER

As the business owner, partner, corporate officer, LLC member, or manager in official records held by Washington State, I hereby authorize the tax preparer listed below to perform the following function(s) with the City of Everett on my behalf:

- Business license renewal
Tax account maintenance
Change/Update information (i.e. mailing address)
Request balance information
Request tax and license records

Table with 2 columns: NAME OF GOVERNING PERSON ON RECORD (please print), DATE, SIGNATURE OF GOVERNING PERSON, EMAIL ADDRESS, TITLE (please print), TELEPHONE NUMBER

TAX PREPARER INFORMATION

Table with 2 columns: NAME OF TAX PREPARER (please print), EMAIL ADDRESS, ADDRESS (street, city, state, zip code), TELEPHONE NUMBER

This form can be submitted by email or mailed using address below. A confirmation email will be sent to you and your tax preparer.

If you have any questions or need assistance with completing this form, call (425) 257-8610 or email businesstax@everettwa.gov. Customer service representatives are available weekdays from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. PST.

City of Everett
Business Tax Division
2930 Wetmore, Suite 1-A
Everett, WA 98201