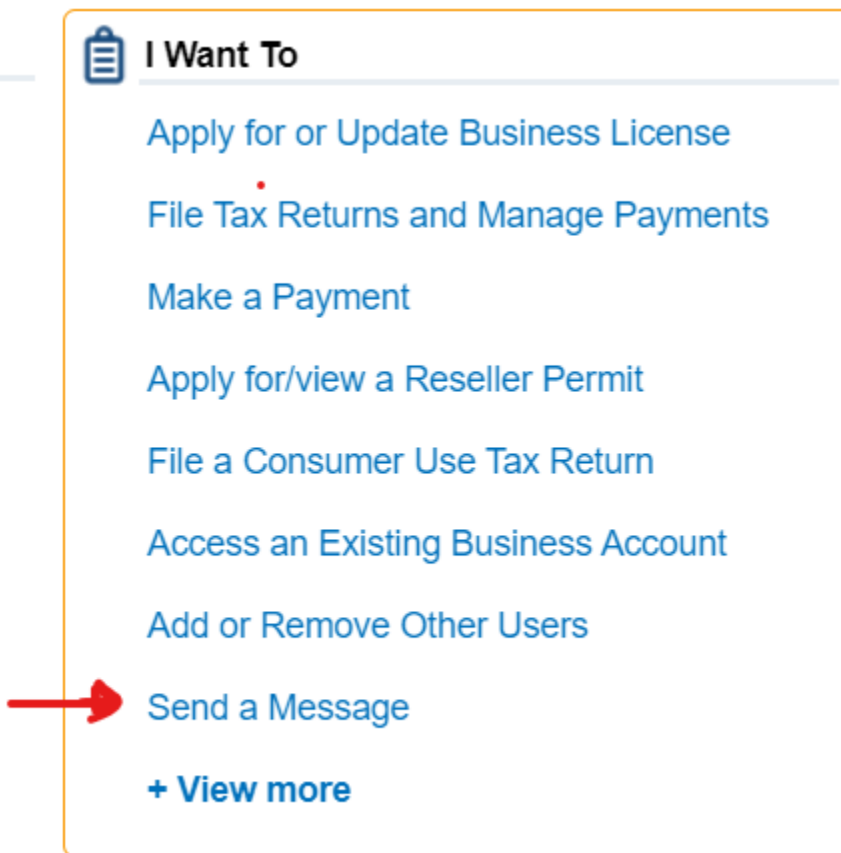


# How to file an extension for your Combined Excise Tax Return with the WA State Department of Revenue

- 1) Login to My DOR
- 2) Click Home
- 3) Choose "Send a Message" from I Want To box located upper right hand side.



- 4) Choose your account (client account), click Next and confirm
- 5) Select a topic "Extension Requests"
- 6) There will be two boxes above the "select a filing period" dropdown which we cannot show you on this sheet. This will show your account name and account number.

Select a Filing Period (Optional)

Message Type

Used to request an extension on a due date of a return or invoice

Subject

Re

Message

### Example of Subject & Message:

#### *Subject:*

Extension of filing **February 2020** (define your required time period ie: Quarter 1) Combined Excise Tax Return and its tax payments.

#### *Message:*

Please accept our (my) request for the extension of filing the **February 2020** (define your required time period ie: Quarter 1) Combined Excise Tax Return and its tax payments for the account listed above (make sure they can see your company name and UBI number) .  
The **restaurant/business** (define your type of business ie: law office, restaurant etc) is currently closed due to COVID-19.

Please contact us if you have any questions.

Thank you,

**Name of the owner/filing agent** (include phone and email numbers)