



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

Notice Regarding Confidential Local Sales Tax Information

Secrecy Clause requirement

The local sales tax data your jurisdiction receives contains confidential tax information. The agreement between the Department and your jurisdiction states that “authorized representatives of the City/County requesting and receiving confidential information will sign a Department Secrecy Clause and comply with RCW 82.32.330.”

Confidential information

Some of the data reports you receive will contain confidential tax information (as defined under RCW 82.32.330). For example, the following information is considered confidential information and ***may not be shared*** with an unauthorized person:

- The amount of sales made by a business
- The amount of sales tax a business reported to your jurisdiction
- Whether a business reported sales tax to your jurisdiction

Confidential information you receive may only be shared with authorized representatives within your jurisdiction who have submitted to the Department a signed Secrecy Clause form.

Information you can share

The data reports you receive also contain some information that ***may be shared*** (considered “public information”) to any person upon request, including:

- A business’s NAICS code
 - A business’s mailing and/or physical address
 - A business’s open and/or closed date
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Filing Secrecy Clause forms

If you need to file a Secrecy Clause Affidavit with the Department, you may print the form from the Department’s [website](#) and return the completed Secrecy Clause Affidavit to the address below.

Questions?

Contact Andy Van Gerpen, Department of Revenue Local Sales Tax Manager, at (360) 902-7172.
