About Kirkland's

ADMIT ONE

ADMISSIONS TAX PROGRAM

If you attend an indoor or outdoor event within the Kirkland city limits where an admission fee is charged, you'll be paying a tax on the admission price. That's because the City of Kirkland's Admissions Tax Program requires any person, group, company, etc. that charges an admission price to charge and collect admissions tax. This includes online and third party ticket sales.

The Admissions Tax Rate for Kirkland is *5%* of the established ticket price. The Program includes non-profit organizations and charitable fundraisers.

For example, if you attend a musical performance at a local high school theater, your admission price would include the *5%* city admissions tax. The Program exempts elementary and secondary school activities where an admission fee is charged.

If you or your organization hosts an event where the following are applied to your patrons:

- Cover charge
- Entrance fee
- One-time charge
- Season ticket price

You will need to follow the steps defined on the reverse side.

If you are holding monthly events, you need to complete only one Application for the year. Once you receive the Certificate of Admissions from the City's Finance Department, it will be effective for one year.

To obtain forms, contact:
City of Kirkland
Finance Department / Tax Section
***123* Fifth Avenue**
Kirkland, WA *98033*
***425.587.3116* (voice)**
***425.587.3110* (fax)**

CITY OF KIRKLAND WASHINGTON

Steps to Kirkland's Admissions Tax Program for those who charge admission.

Prior to your event:

1. Submit the Application Certificate of Registration.
2. Return the Application to the City's Finance Department / Tax Division with the applicable fee.

At the time of your event:

3. List the applicable admissions tax rate on the ticket separate from the ticket price.
4. Post a sign in an obvious place at the venue entrance or ticket office that breaks down the admission charge.
5. Post the Certificate of Admissions issued by the City in the same manner as the ticket break down.

After your event:

6. Submit the Tax on Admission Charges Report to the City's Finance Department / Tax Division, with payment, within 15 calendar days after the end of the month in which the tax was collected.

All forms are available at:
City of Kirkland
Finance Department / Tax Section
123 **Fifth Avenue**
Kirkland, WA *98033*
425.587.3116 **(voice)**
425.587.3110 **(fax)**

CITY OF KIRKLAND
WASHINGTON