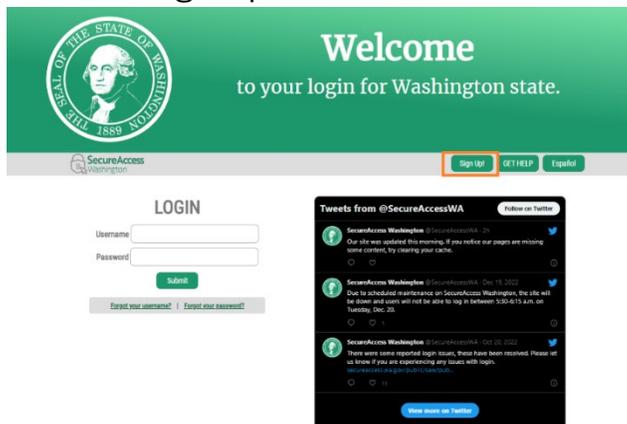


# How Do You File a Washington State Capital Gains Tax Return?

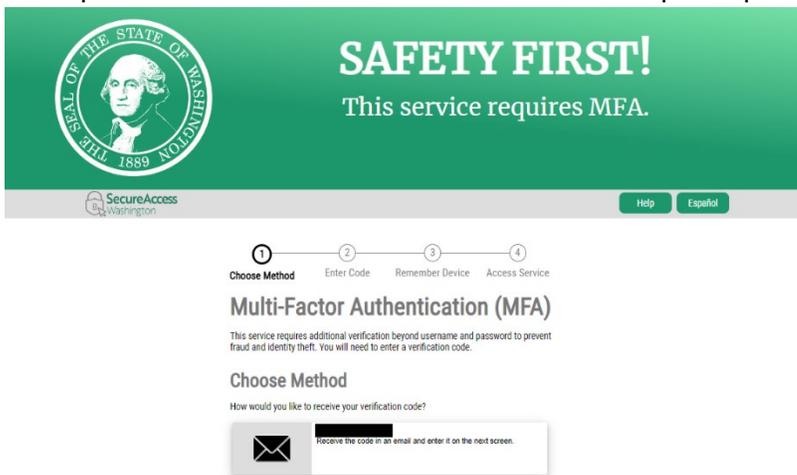
## 01. Signing Up for a Secure Access (SAW) Account

1. Go to <https://secure.dor.wa.gov/home/>. We recommend using a desktop computer as opposed to a mobile device.
2. Click on Sign Up!

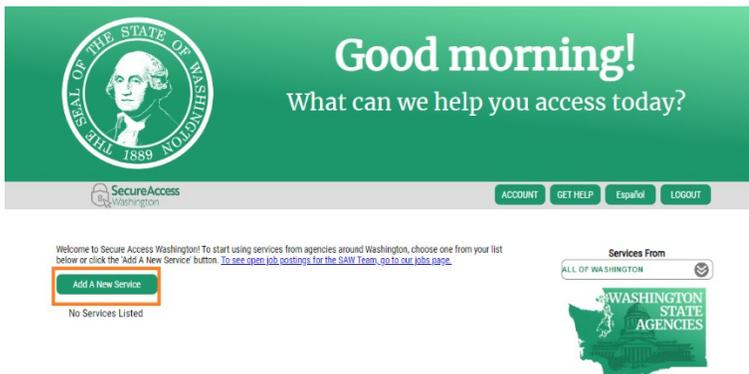


3. Enter your information.

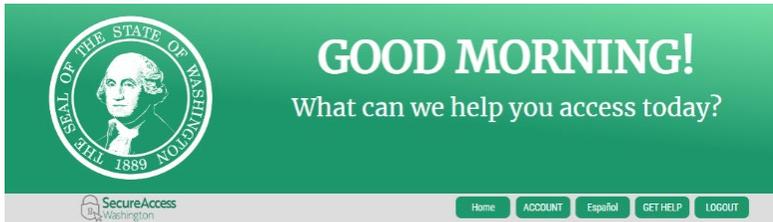
4. Check your email for the confirmation message and click the activation link.
5. Log in to your account.
  - a. Upon first login you may be asked to review your profile. We recommend doing so now to ensure that your account information is accurate.
6. Complete the Multi-Factor Authentication prompts.



7. Click on "Add a New Service."



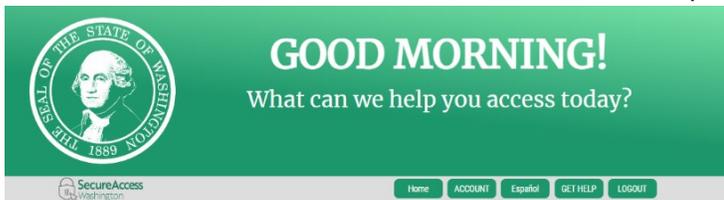
8. Click on "I would like to browse a list of services by name."



Add A New Service



9. You will see a long alphabetical list of services, click "Apply" next to "All DOR Services," which should be near the top.



ALL PUBLICLY DISPLAYABLE SERVICES

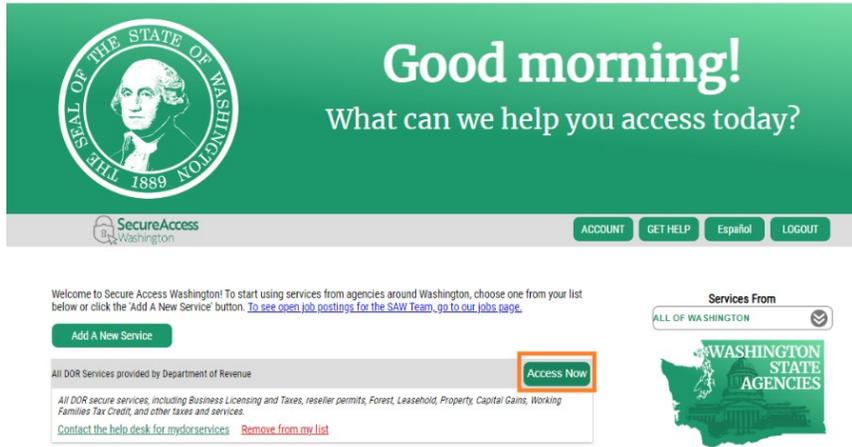
Please note that some services require an access code and will not appear in this list. If you have been given an access code, please enter it on the previous page.



<b>ADVANCE NOTICE OF OIL TRANSFER</b>	<a href="#">Apply</a>
<small>The Advance Notice of Oil Transfer (ANT) system is a web-based application that will capture and administer ANT, required by WAC 173-180-215, WAC 173-184-100, and WAC 173-185-070, which are submitted by oil transferring activities.</small>	
<b>AESTIVA APPLICATION</b>	<a href="#">Apply</a>
<small>Purchase order system for the Military Department.</small>	
<b>AIR QUALITY APPLICATION PORTAL</b>	<a href="#">Apply</a>
<small>Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.</small>	
<b>AIRCRAFT INTERNET REGISTRATION</b>	<a href="#">Apply</a>
<small>Annual registration of aircraft operating within the state of Washington.</small>	
<b>ALL DOR SERVICES</b>	<a href="#">Apply</a>
<small>All DOR secure services, including Business Licensing and Taxes, reseller permits, Forest, Leasehold, Property, Capital Gains, Working Families Tax Credit, and other taxes and services.</small>	
<b>APPRENTICE REGISTRATION AND TRACKING SYSTEM</b>	<a href="#">Apply</a>

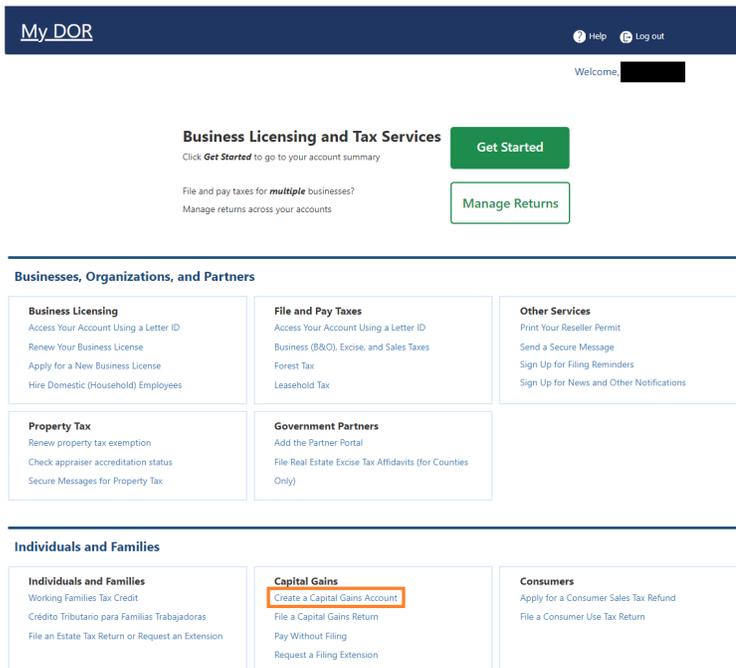
10. Click on "Access Now."

- a. You may need to complete an additional Multi-Factor Authentication.



## 02. Creating a Capital Gains Account

- 1. When you click the "Access Now" button from the previous step you will arrive at the screen below. Click "Create a Capital Gains Account" to continue.



2. Complete the fields indicated and click "Next."
3. Enter your address information and click "Next."
4. Print or write down your confirmation number then click "OK."

## 03. Granting Access to Your Capital Gains Account

1. From the "My DOR Services page select "Get Started."

<< My DOR Services

My DOR Help Log out

Welcome [Redacted]

**Business Licensing and Tax Services**  
Click **Get Started** to go to your account summary

File and pay taxes for **multiple** businesses?  
Manage returns across your accounts

**Get Started**

**Manage Returns**

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**Businesses, Organizations, and Partners**

<b>Business Licensing</b> Access Your Account Using a Letter ID Renew Your Business License Apply for a New Business License Hire Domestic (Household) Employees	<b>File and Pay Taxes</b> Access Your Account Using a Letter ID Business (B&O), Excise, and Sales Taxes Forest Tax Leasehold Tax	<b>Other Services</b> Print Your Reseller Permit Send a Secure Message Sign Up for Filing Reminders Sign Up for News and Other Notifications
<b>Property Tax</b> Renew property tax exemption Check appraiser accreditation status Secure Messages for Property Tax	<b>Government Partners</b> Add the Partner Portal File Real Estate Excise Tax Affidavits (for Counties Only)	

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**Individuals and Families**

<b>Individuals and Families</b> Working Families Tax Credit Crédito Tributario para Familias Trabajadoras File an Estate Tax Return or Request an Extension	<b>Capital Gains</b> Create a Capital Gains Account File a Capital Gains Return Pay Without Filing Request a Filing Extension	<b>Consumers</b> Apply for a Consumer Sales Tax Refund File a Consumer Use Tax Return
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2. Select "More Options."

Business Licensing and Tax

Welcome [Redacted]

You last logged in on Wednesday, Feb 15, 2023 1:47:28 PM  
Manage My Profile

Summary Action Items **More Options**

<b>Capital Gains</b>	<b>Annual 2022 Return</b> Return Due <b>Apr-18-2023</b>	> File Return > Request a Return Extension
	<b>Balance</b> Amount <b>\$0.00</b>	> Add/Update Electronic Refund Account
	<b>Account</b>	> View Periods and Amend Returns > Petition for Administrative Review

3. Select "Add or Remove Other User's Access."

The screenshot shows the 'Business Licensing and Tax' dashboard. At the top, there is a navigation bar with a home icon, the text 'Business Licensing and Tax', a help icon, and a user profile icon. Below the navigation bar, there is a 'Welcome, [redacted]' message and a login timestamp: 'You last logged in on Wednesday, Feb 15, 2023 1:47:28 PM'. A 'Manage My Profile' link is also present. The main content area has tabs for 'Summary', 'Action Items', and 'More Options'. A search bar contains the text 'What are you looking for?'. Below the search bar, there are six categorized sections: 'Your Account', 'Payments, Returns and Submissions', 'Businesses', 'Individuals and Families', 'Capital Gains', and 'Government Partners'. The 'Your Account' section is expanded, and the option 'Add or Remove Other User's Access' is highlighted with a red rectangular box.

4. Click "Add User."

5. Enter the SAW User ID and E-Mail (**BOTH** fields).

a. Your CPA will provide you with this information.

The screenshot shows the 'Add New User' form within the 'Business Licensing and Tax' dashboard. The breadcrumb trail is '< Manage Customer Access'. Below this, there are fields for 'UBI: [redacted]' and 'Name: [redacted]'. The 'Add New User' section is active, indicated by a blue circle with the number '1'. Below this, there is a 'User Information' section with a text box containing the instruction: 'Enter the SAW User ID and email address of the user you wish to grant access, then click next to validate the information.' Below the text box, there are two input fields: 'SAW User ID' and 'Email', both of which are highlighted with red rectangular boxes. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

6. Click "Next."

7. Confirm that the above email address is listed in the "Granting Access To:" field and select "Administrator" from the dropdown under "Select the customer access type."

[Add New User](#)

User Information    Access Type

**Administrator**

Select the customer access type:  
Account Manager

Assign one of the following access types for this user.

**Administrator** - Unlimited access that allows users to:

- File or amend a tax return (tax accounts only)
- Apply for a reseller permit and tax credits (tax accounts only)
- Apply for a business license (license accounts only)
- Make payments
- Manage user access
- Set up refund accounts

**Account Manager** - Restricted access that allows users to:

- File or amend a tax return (tax accounts only)
- Apply for a business license (license accounts only)
- Make payments

[Review list of permissions for each access type](#)

Cancel    < Previous    Next >

8. Click "Next."

9. Check the box next to "Prepare and Pay" and click "Next."

[Add New User](#)

User Information    Access Type    Account Selection

Granting Access To:  
[Redacted]

**Legal Entity Accounts**    Select All    Select None

Selected	Access Level	Account Type	Account Id	Name	Address
<input checked="" type="checkbox"/>	Prepare and Pay	Capital Gains	[Redacted]	[Redacted]	[Redacted]

Cancel    < Previous    Next >

10. Click "Submit."