



CITY OF SPOKANE COMMERCIAL PARKING TAX REMITTANCE INSTRUCTIONS

Commercial Parking Tax payments are due and payable monthly. A completed Commercial Parking Tax Remittance form and Lot Revenue Log must be filed with the City of Spokane Office of Taxes & Licenses, not later than the 15th of the next month following the monthly period reported. Completed remittance forms will be accepted by delivery, mail, or email.

Email: taxesandlicenses@spokanecity.org

Mail & Delivery:

Office of Taxes & Licenses
Attn: Commercial Parking Tax
808 W. Spokane Falls Blvd
Spokane, WA 99201-3336

NO BILL PAY, EPAY OR CREDIT CARD TRANSACTIONS WILL BE ACCEPTED.
Payments must be made using one of the following methods:

Check Payments

Checks may be delivered or mailed with a completed Commercial Parking Tax remittance form to:

Office of Taxes & Licenses
Attn: Commercial Parking Tax
808 W. Spokane Falls Blvd
Spokane, WA 99201-3336

Automated Clearing House (ACH) Payments

Payments can be made using ACH. Please check with your financial institution for availability. Completed Commercial Parking Tax remittance forms must be sent to the Office of Taxes and Licenses prior to initiating the ACH payment.

ACH Instructions:

Routing number	021052053
Account number	81826668
ACH Notice e-mail	erato@spokanecity.org

Each ACH payment we receive MUST be accompanied by an e-mail with information about where the payment is to be applied.

If you have any questions about Commercial Parking Tax payment methods, please contact the Office of Taxes and Licenses at (509) 625-6070 or taxesandlicenses@spokanecity.org

The commercial parking tax ordinance and public rule are available on the Commercial Parking Tax website: <https://my.spokanecity.org/parking/commercial-parking-tax/>