

QUARTER ENDING:

TAX RETURN DUE DATE:

**COMBINED QUARTERLY CITY TAX RETURN**

Use this form to report tax liability as required by the Hoquiam City Code.

City License #:

**INDICATE BUSINESS INFORMATION CHANGES HERE**

(If address change, please indicate if change is mailing address, or physical address or both.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLEASE VERIFY ACCURACY OF ABOVE INFORMATION

**INSTRUCTIONS:** MAKE REMITTANCE BY THE LAST DAY OF THE CALENDAR MONTH FOLLOWING THE END OF THE QUARTERLY PERIOD TO AVOID A PENALTY. IF GROSS B & O REVENUE IS UNDER \$5000.00, NO TAX IS DUE; HOWEVER, THE RETURN MUST BE FILED EVEN THOUGH NO TAX IS DUE.

Line No.	Business Classification Col. 1	Gross Revenue Col. 2	Deductions (Details in Section II below) Col. 3	Taxable Income (Col. 2 - Col. 3) Col. 4	Tax Rate Col. 5	Tax Due (Col. 4 X Col. 5) Col. 6	CITY USE ONLY
<b>SECTION I: BUSINESS AND OCCUPATION TAX</b>							
1	Retail				.002		
2	Professional & Other Services				.002		
3	Wholesale				.002		
4	Manufacturing				.002		
5	Extracting				.002		
6	Construction Contractors				.002		
7	Telephone				.06		

SECTION II Exemption and Deduction Detail (Column 3 above)			8	Total Tax Due (add Column 6, lines 1 thru 7)		
Line # Above	Deduction & Exemption Description	Amount	9	Multiple Activities Tax Credit (from section III below)		
			10	Adjusted Tax Due after Multiple Activities Tax Credit (line 8 minus line 9)		
			11	Penalty Due (see back of form)		
			12	Previous Balance Due or (Credit)		
	Total Deduction & Exemption		13	Total Tax Due (Combine lines 10, 11, 12)		

SECTION III: Multiple Activities Tax Credit				
	Taxable Amount (column 1)	Gross Receipts Taxes Paid		Tax Credit Lesser of col. 2 or 3 (column 4)
		Hoquiam (column 2)	Non-Hoquiam (column 3)	
A. Selling in Hoquiam products extracted, manufactured, or printed outside of Hoquiam.				
B. Manufacturing in Hoquiam products extracted outside of Hoquiam.				
<b>Total Multiple Activities Tax Credit (total of column 4) report on line 9 above</b>				

**IS THIS A FINAL RETURN?** YES  NO

If yes, please complete the following: Effective Date: \_\_\_\_\_

Discontinued

Moved - Forwarding Address: \_\_\_\_\_

Ownership Changed - New Owner \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned taxpayer declares they have read the foregoing return and certify it to be correct.

X \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone # \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING BUSINESS TAX RETURNS

## SECTION I: BUSINESS 7 OCCUPATION TAX

For the purpose of the tax imposed by Chapter 4.83, any person whose value of products, gross proceeds of sales, or gross income of the business, subject to the tax after all allowable deductions, is equal to or greater than five thousand dollars (\$5,000) in the current quarter, shall file a return, declare no tax due on their return, and submit the return to the Director. The gross receipts and deduction amounts shall be entered on the tax return even though no tax may be due.

### **COLUMN 1 – BUSINESS CLASSIFICATION**

Complete the lines provided for each type of business activity in which engaged.

### **COLUMN 2 – GROSS AMOUNT**

The aggregate of the gross amounts to be shown in Column 2 must include your gross income for the reporting period under proper classification, whether taxable or not, as shown by the books of the account.

**EXTRACTING:** If engaged in the business of extracting articles for sale, or for “Commercial or Industrial Use”, enter the value of all products extracted.

**MANUFACTURING:** If engaged in the business of manufacturing articles for sale, or for “Commercial or Industrial Use”, enter the total value of all products manufactured.

Total value of products extracted or manufactured must include:

1. Gross proceeds derived from the sale of the products at wholesale and/or retail.
2. Value of the products used by the taxpayer or shipped out of the state or to another person without prior sale. The value shall be determined by applying the usual selling price obtained by such products when sold to others in similar quantities.

Notes: Persons selling products which have been Extracted or Manufactured by them in the City of Hoquiam are not required to report the sale of these products under the Wholesale or Retailing classification, but should not report only under Extracting or Manufacturing. In cases where Extracting and Manufacturing are performed by the same taxpayer, the taxpayer then should report under both Extracting and Manufacturing classifications.

**WHOLESALING:** If engaged in the business of making wholesale sales of tangible personal property, enter the gross proceeds of wholesale sales.

**RETAILING:** If engaged in the business of making retail sales of tangible personal property, enter the opposite all other activities the gross proceeds of such retail sales.

**CONSTRUCTION CONTRACTORS:** Report 100% gross revenues, no Deductions for subcontractor payments.

**PROFESSIONAL AND ALL OTHER SERVICES:** If engaged in the business of rendering services, enter the gross income from providing personal, business, educational or other types of services or activity, including: amusement, advertising, commission and brokerage, financial, and hotel and local cartage, pick-up and delivery service.

**TELEPHONE:** As provided in Sec. 4.89. Note 100% of revenue is taxable.

**COLUMN 3 – DEDUCTIONS:**

See instructions for Section II.

**COLUMN 4 – TAXABLE AMOUNT:**

Enter here upon each appropriate line the taxable amount, which is the figure in Column 2 less the figure in Column 3.

**COLUMN 6 – TAX DUE:**

Enter here on appropriate line the amount of tax due as computed by multiplying the amount shown in Column 4 by the rate of tax in Column 5.

**COLUMN 7 – LEAVE BLANK – DO NOT USE**

**LINE 9:**

Enter the Multiple Activities Tax Credit (if applicable) from Section III.

**LINE 11:**

Enter in Column 6 the amount of penalty for late filing if the return and payment will not be received by the Finance Director, or postmarked by the last day of the calendar month following the end of the tax period. If the last day falls on a Saturday or Sunday, then the return must be postmarked by the next business day.

Late Filing Penalties:

**Even if no tax is due for a period, the return must be submitted/postmarked by the due date.**

The payment due must be remitted with the signed return to be considered filed. The US Postal Service cancellation mark determines the dated deemed filed. The US Postal Service cancellation mark determines the date deemed filed/received. When a return is postmarked after the due date, the following penalties will be imposed (if tax is due):

- Nine (9%) percent of the tax due (minimum \$5.00) if postmarked within 30 days after the due date.

- Nineteen (19%) percent of the tax due (minimum \$5.00) if postmarked 31 to 60 days after the due date.
- Twenty-nine (29%) percent of the tax due (minimum \$5.00) if postmarked 61 days or later after the due date.

Other Penalties:

Other penalties may apply, refer to HMC 4.82.110

Interest Charges:

Interest at the rate allowed by HMC 4.82.090 shall be added to underpayments or late payments from the due date to the date paid.

**SECTION II: EXEMPTION & DEDUCTION DETAIL**

Enter the amount of allowable exemptions and/or deductions from gross proceeds from sales or from gross income as reported in Column 2. To be allowed, they must be shown in detail in Section II: Exemption and Deduction Detail and comply with HMC 4.83.100 and 4.83.090.

**Exemptions allowed (HMC 4.83.090):**

1. Nonprofit Corporations exempt from federal income tax under Code Section 501(c)(3), except for retail sales by these Organizations.
2. Public Utilities.
3. Investments and dividends from Subsidiary corporations.
4. Employees.
5. Amounts derived from sale of real estate.
6. Mortgage brokers' third-party provider services trust accounts.
7. Sale or distribution of liquor.
8. Casual and isolated sales.
9. Accommodation sales.
10. Taxes collected as trust funds.
11. Insurance business.
12. Farmers who sell agricultural products that are raised, caught, produced or manufactured by the farmer.

**Deductions allowed (HMC 4.83.100)**

1. Receipts from tangible personal property delivered outside the State under the wholesale or retail categories only.
2. Cash discount taken by purchaser.
3. Credit losses of accrual basis taxpayers.
4. Constitutional prohibitions by the State of Washington or the United States.

5. Financial activities and interest income when related to a) investments or loans secured by mortgages or deeds of trust; b) obligations of the state, its political subdivisions, and municipal corporations; c) loans to farmers, ranchers, producers or harvesters of aquatic products or the cooperatives.

**SECTION III: MULTIPLE ACTIVITIES TAX CREDIT (HMC 4.83.070)**

1. Enter in Column 2 the Hoquiam B & O tax applicable to the activity (use tax rates shown above).
2. Enter in Column 3 the tax paid to another jurisdiction on the same taxable amounts.
3. Enter in Column 4 the lesser of Columns 2 or 3.
4. Total Column 4 and enter the amount on line 9.