



CITY OF BELLINGHAM

Finance Department • City Hall • 210 Lottie Street • P.O. Box V
 Bellingham, WA 98227 • Phone (360) 778-8010 • Fax (360) 778-8001

**TAX
IS DUE:**

BUSINESS AND OCCUPATION TAX RETURN

TAX PERIOD:

BUSINESS REGISTRATION NO.

Business Name Bus. Phone
 Business Location Bus. Fax
 Mailing Address Start Date
Sic Code
Rate Type
Business Type

Description of Business

Ownership E-mail Address

WA State UBI No. Federal I.D. No.

UPDATE BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Owner Name Title Phone
 Home Address Cell Phone
 Social Security No. Driver's License No.

Owner Name Title Phone
 Home Address Cell Phone
 Social Security No. Driver's License No.

EMERGENCY CONTACT:

Name Title Phone
 Address Cell Phone

ALARM COMPANY: (if applicable)

Name Title Phone
 Address License No.

PLEASE CALCULATE TOTAL TAX DUE BY ENTERING AMOUNTS IN BOXES BELOW: (Instructions on reverse side)

BUSINESS CLASSIFICATION	GROSS RECEIPTS	TAX DEDUCTIONS					TAXABLE AMOUNT	TAX RATE	TAX DUE
		BAD DEBTS	CASH DISCOUNTS	INTERSTATE	LIQUOR, GAMBLING & GASOLINE SALES	OTHER			
EXTRACTING								.0017	
MANUFACTURING								.0017	
RETAILING								.0017	
WHOLESALE								.0017	
SERVICE & OTHER ACTIVITIES								.0044	

CHECK BOX IF MATC FORM ATTACHED CREDIT AMOUNT \$ _____
 IS THIS A FINAL RETURN? YES NO
 If yes, please check one - Business was: SOLD MOVED CLOSED

TOTAL TAX DUE THIS PERIOD

PENALTIES
 (SEE INSTRUCTIONS ON REVERSE SIDE)

PREVIOUS BALANCE

TOTAL DUE

IF OWNERSHIP HAS CHANGED OR BUSINESS HAS CLOSED, PLEASE COMPLETE INFORMATION ON REVERSE SIDE.

I certify, under penalty of perjury, that I have examined this return and any accompanying schedules and statements, and to the best of my knowledge and belief, it is a true, correct and complete return.

Signature of Owner or Representative: _____ Title: _____ Date: _____

RETURN COMPLETED TAX RETURN TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF BELLINGHAM

CITY OF BELLINGHAM

Business And Occupation Tax Return Instructions

MONTHLY RETURNS

Tax due the last day of the following month.

ANNUAL RETURNS

Tax due January 31.

To avoid a late penalty, your Tax Return must be received on or before the due date.

QUARTERLY RETURNS

TAX PERIOD

TAX DUE DATE

JAN - FEB - MARCH

APRIL 30

APRIL - MAY - JUNE

JULY 31

JULY - AUG - SEPT

OCTOBER 31

OCT - NOV - DEC

JANUARY 31

PENALTIES

If this Tax Return is past due, the following penalties must be included in your payment - minimum penalty \$5.00.

If received after the due date:

5% OF TAX DUE

If received after the last day of the month following the due date:

15% OF TAX DUE

If received after the last day of the 2nd month following the due date:

25% OF TAX DUE

ADDITIONAL INFORMATION

- Taxes are based on Gross Receipts. Please enter your gross receipts in the appropriate box(es) on reverse side.
- If taxable amount after deductions is less than \$5,000 this quarter for quarterly filers, or less than \$20,000 this year for annual filers, no tax is due. If you are unsure of your filing status, please contact the City Finance Department. This Tax Return must be completed, signed, and returned each period even if no tax is due.
- The City of Bellingham does not allow all the deductions that the State of Washington allows. If you are not sure of a deduction, contact the City Finance Department. PLEASE NOTE: Costs of doing business are not deductible.
- If your previous Tax Return was not received by the due date, or taxes were not paid in full, or a credit balance exists on your account, an amount will appear in the "Previous Balance" line. This amount should either be paid in full or deducted from the amount owed on this tax form.
- Please notify the City of Bellingham Finance Department if your business location(s) has changed.

OWNERSHIP CHANGE OR BUSINESS CLOSURE

Please provide the following information if there has been a sale or closure of your business during this tax period:

Date Business Closed _____

Date Ownership Changed _____

New Owner's Name And Address _____

Mail this completed Tax Return to:

City of Bellingham
Finance Director
P.O. Box V
Bellingham, WA 98227

Or deliver it to:

City of Bellingham
Finance Department
City Hall
210 Lottie Street
Bellingham, WA 98225