

Address Correction Requested

City Treasurer  
525 W. Cota St.  
Shelton, WA 98584  
(360) 432-5107

City of Shelton

**BUSINESS & OCCUPATION TAX REPORT**

Account Number

*Report must be filed & returned by due date whether tax is due or not.*

Make checks payable to the City of Shelton

Name  
Address  
City, St, Zip

Period	Date Due

Mail original with payment & retain copy for your files

Code No.	Tax Classification Column 1	Gross Taxable Receipts Column 2	Deductions <i>Worksheet on back must be completed</i> Column 3	Taxable Receipts Column 4	Tax Rate Col. 5	Tax Due Column 6	OFFICE USE ONLY
1	Extracting				.001		RECEIPT NUMBER
2	Manufacturing/ Construction				.001		
3	Wholesaling				.001		DATE PD
4	Retail Sales				.001		
5	Printing & Publishing				.001		
6	Retail Services				.001		
7	Other Business				.001		
<b>TOTALS</b>							

**How to Report Business & Occupation Taxes**

The City of Shelton's Business and Occupations tax is assessed on the gross receipts of all persons engaged in business activities *within the city limits*. This tax is due and payable directly to the City of Shelton - it is not included in the State of Washington's Department of Revenue Sales and Excise Tax Report.

**To complete the Business & Occupation Tax Report:**

- Calculate Gross Receipts earned in the City of Shelton (before sales tax.)
- Reduce exempted amounts from gross receipts (see back of this form for examples). Enter Adjusted Gross receipts in Col. 2.
- Record deductions on back of form and record Totals in Col. 3.
- Subtract deductions from Gross Receipts and record in Col. 4. (Col 2 - Col 3 = Col 4).
- Multiply Col. 4 Total by Tax Rate .001 and record tax in Col 5.
- Total all tax due and record on Line A, Col. 6f
- Add any Interest & Penalties due on Lines B & C (see back of form).
- Deduct overpayment from total on Line D.
- Add Underpayment to total on Line E.
- Subtract any Multiple Activities Tax Credits from additional form on Line F.
- Line G is the Amount Due to the City of Shelton.
- If no activity, note "No Activity" and remit by due date.

Line A - Total of Column 6			T
Line B - + Interest			
Line C - + Penalties			P
Line D - Overpayment (deduct from total)			
Line E - Underpayment (add to total)			
Line F - Multiple Activities Tax Credit Form * (Must Complete Additional Form)			
<b>Line G - TOTAL TAX DUE***</b>			

\*\*\*Total Taxable Revenue, less than Twenty Thousand Dollars (\$20,000) annually, or less than Five Thousand Dollars (\$5,000) quarterly are not subject to B&O tax.  
**Return must be submitted, even if no tax is due. Complete form, showing all calculations and enter \$0.00 on line G. SMC 3.10.04 D**

**PENALTIES**

The payment due must be remitted with the signed return to be considered filed. The United States Postal Service cancellation mark, or received stamp from night drop box determines the date deemed filed/received. When a return is postmarked after the due date, the following penalties will be imposed. Per SMC 3.10.110 late penalties are as follows: \* 1-30 days late, 5% of the tax due \* 31-60 days late, 15% of the tax due \* 61+ days late, 25% of the tax due **No penalty shall be less than \$5.**

Multiple Activities Tax Credit & Apportionment Worksheet Forms available on our website at [www.sheltonwa.gov](http://www.sheltonwa.gov)

**FOR CHANGES IN BUSINESS LOCATION OR OWNERSHIP, COMPLETE THE FOLLOWING:**

- Business Sold/Transferred in City limits on \_\_\_\_\_  
New Owner: \_\_\_\_\_  
Business Licenses are not transferable; new owner must submit a Business License Application
- Business Closed or discontinued in City limits on \_\_\_\_\_  
Business & Occupation Taxes are due from Jan 1 through date closed/discontinued
- Business Changed location on \_\_\_\_\_
- New Shelton Location \_\_\_\_\_  
Requires new Business License Application, as business licenses are not transferable to new location
- New Mailing Address \_\_\_\_\_

**TAX PAYER CERTIFICATION:**

THE UNDERSIGNED TAXPAYER DECLARES AND CERIFIES THAT THIS RETURN IS CORRECT:

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

Firm Name \_\_\_\_\_

Signed By \_\_\_\_\_

Print Name Signed Above \_\_\_\_\_

Office or Title \_\_\_\_\_

Phone Number \_\_\_\_\_



**CITY OF SHELTON – BUSINESS & OCCUPATION TAX  
DEDUCTIONS & EXEMPTIONS – INFORMATION & INSTRUCTIONS**

**Examples of Exempt Revenue**

**Do NOT include this revenue in the gross amount on front of this form.**

- |                                     |   |
|-------------------------------------|---|
| Liquor sales (includes beer & wine) | Sale or manufacture of motor vehicle fuel |
| Ride sharing                        | Income as an employee                     |
| Sales tax in gross                  | Excise taxes collected                    |
| Sales by non-profit organizations   | Farmers sale of agricultural products     |
- Refer to Shelton Municipal Code 3.52.090 for complete list of exempt revenue @ [www.sheltonwa.gov](http://www.sheltonwa.gov)

**Deductions**

**Deductions claimed on the front of this form but not listed below will be disallowed until an amended return is submitted.**

- In the worksheet below, the word “Line” followed by a number (for example, Line 1, Line 2, etc.) refers to the business tax classification reported on the front of this form.
- Report deductions under the “Line” heading that corresponds to the business classification or reporting activity.
- Be sure the **total** amount of each “Line” from this worksheet matches the corresponding line number on the front of this form.

Entry code	Deduction Type	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7
	Itemize the deduction amounts listed on the front of this form	Extracting	Manufacturing & Construction	Wholesaling	Retail Sales	Printing & Publishing	Retail Services	Other Business
1	Freight Outside the State							
2	Cash and Trade Discounts							
3	Bad Debts							
4	Other, explain							
	<b>Totals</b>							

Transfer these totals to Deductions Column 3 on front of this form

*Refer to SMC 3.52.100 for complete list of allowable deductions*

Other forms available on our website at [www.sheltonwa.gov](http://www.sheltonwa.gov):

- Multiple Activities Tax Credit Form
- Allocation & Apportionment Worksheet

**LATE FILING AND UNDERPAYMENT PENALTIES AND INTEREST – IMPORTANT INFORMATION**  
**Even if no tax is due for a period, the return must be submitted/postmarked by the due date.**

**Late Payment Penalties:** The payment due must be remitted with the signed return to be considered filed. The U.S. Postal Service cancellation mark determines the date deemed filed/received. When a return is postmarked after the due date, the following late payment penalties will be imposed. Per SMC 3.10.110 late penalties are as follows:

- 5% of the tax due \$5 minimum if postmarked after the due date; or
- 15% of the tax due \$5 minimum if postmarked after the last day of the first month following the due date; or
- 25% of the tax due \$5 minimum if postmarked after the last day of the second month following the due date.

**Underpayment Penalties:**

- If the tax paid is less than the amount due, add an additional penalty of 5% of tax deficiency, \$5 minimum.
- If payment of this amount is not received within 30-days of the notice, add an additional penalty equal to 15% of the amount of additional tax due, \$5 minimum.
- If payment of this amount is not received within 30-days of the 2nd notice, add an additional penalty equal to 25% of the amount of additional tax due, \$5 minimum.
- If the Director finds that all or any part of the deficiency resulted from an intent to evade the tax payable, add a penalty of 50% of the additional tax due.

**Interest:**

- If a tax or penalty less than properly due has been paid, than interest shall be assessed on the tax due. Interest imposed, annually, will be calculated from date due and will continue to accrue until payment is made. 2006-5%, 2007 & 2008-7%, 2009-5%, 2010 & 2011-3%, 2012-2016-2%, 2017-3% SMC 3.10.090 10/12/18