



City Of Longview
BUSINESS AND OCCUPATION TAX RETURN

Finance Department, PO Box 128, Longview WA, 98632, 360-442-5040

License Number _____

Apply Penalty After: ____/____/____

QUARTER CALENDAR

____ **QUARTER 20** ____

Period	Due
Jan-Feb-Mar	April 15
Apr-May-Jun	July 15
Jul-Aug-Sept	Oct 15
Oct-Nov-Dec	Jan 15

If Address Different Than Shown, Please Correct.

A Business Classification	B Gross Amount	C Deductions	D Taxable Amount	E Rate	F Tax Due
1. Contracting				.001	
2. Wholesale & Manufacturing				.001	
3. Retailing				.001	
4. Printing & Publishing				.001	
5. Utilities					
6. Services & Other Activities				.002	
Total Tax Due					No payment necessary if total tax due is less than \$1.00
Penalties					File by end of month to avoid penalty (See Reverse)
Deduct/add Any Over/under Payment Of Prior Tax					
Total Tax And Penalty Due					

Please Make A Copy For Your Records

Any Deductions Claimed Must Be Itemized Below

Type of Deductions	Contracting	Wholesaling & Manufacturing	Retailing	Printing & Publishing	Service & Other Activities
Bad Debts					
Interstate/Foreign Sales					
Cash and Trade Discounts					
Liquor Sales (incl. Beer & Wine)					
Motor Vehicle Fuel					
Taxed By Other Cities/States					
Other (Explain)					
Total Deductions (Ref. Col. C)					

If there has been a sale or transfer of the business during the period, then fill in the following information

Date Discontinued _____ 20____

Preparer's Signature _____ Date _____

Name of New Owner _____

Signature of Licensee _____

Address _____

Title _____ Phone _____

Mail original with your remittance to: City of Longview, PO Box 128, 1525 Broadway, Longview WA 98632 (360)442-5040

How to Prepare Your Business License Tax Form

Column B	Enter in column B on the line of lines of your business classification, the "gross proceeds of sales", "gross income" or "value of products" in each of the business classifications applicable to your particular business.
Column C	Enter the total amount of allowable deductions or exemptions from the gross amount to be claimed. Deductions must be itemized in the area provided in the lower part of the tax form.
Column D	Subtract the amount in column C from the amount in column B and enter the balance in column D.
Column F	Multiply the amount in column D by the tax rate shown in column E and enter the result in column F. This amount is your tax due.
Line 7	Add the amounts on lines 1 through 6 in columns D and F and enter the total on line 7.
Line 8	Enter penalty amount, if any - - refer to instructions below.
Line 9	If deducting an overpayment or credit from the tax due, enter here and attach copy of the tax credit notice.
Line 10	Add the amounts of tax (Line 7) and the penalty (if any - - Line 8) and subtract the overpayment/credit (if any - - Line 9) and enter here. Remit this amount.

Penalties - - Important Instructions

Avoid Penalties: If your return is not received (Postmarked) by the first working day following the due date, the following penalties are imposed:

**Five dollars or (5%) percent of the tax due (whichever is greater) if postmarked after the due date; or
Five dollars or fifteen (15%) percent of the tax due (whichever is greater) if postmarked after the last day of the first month following the due date: or
Five dollars or twenty-five (25%) percent of the tax due (whichever is greater) if postmarked after the last day of the second month following the due date.**

General Instructions

If you change your business location, please advise this department of your new address.

Use the pre-addressed tax return form. However, should another form be used, please include your name, address, customer number, obligation number and the period for which the return is being filed.

Do not send currency - - make your check payable to the City of Longview; please include your business license number on the check.

A tax return is not deemed "filed" until received by the Finance Department. If no tax is due, the return is not deemed "filed" until received. All taxes due must be paid at the time this return is filed.

Penalty may be assessed if payment is delayed either because your check is (1) unsigned or (2) returned by your bank due to insufficient funds.

If you have discontinued or sold your business, indicate on the return that it is a final return, reflect the date business was discontinued and show the name of the new owner, if any.

Questions

Please write this department if you have questions concerning completing this form or concerning your taxability. Address your inquiries to City of Longview, B & O Tax Department, 1525 Broadway, PO Box 128, Longview WA, 98632. Please include your customer number. You may also reach us at 360.442.5040.