

Address Correction Requested  
 City Treasurer  
 525 W. Cota St.  
 Shelton, WA 98584

City of Shelton

Account Number

**BUSINESS and OCCUPATION TAX REPORT**

**\*\* Report must be filed even if no business activity or tax due. \*\***

Verify that Name & Address are correct	<b>Period</b>	<b>Date Due</b>
Name Address City, State Zip Code		

Make checks payable to the City of Shelton.

Mail original with your remittance and retain copy for your files.

Code No.	Tax Classification Column 1	Gross Taxable Receipts Column 2	Deductions Show Detail on back 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>TOTAL</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. 6.
- 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 Gross receipts 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.**

**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, \$5 minimum.
31-60 days late	15% of the tax due, \$5 minimum
61+ days late	25% of the tax due, \$5 minimum

<p><b>FOR CHANGES IN BUSINESS LOCATION OR OWNERSHIP COMPLETE THE FOLLOWING:</b></p> <p><input type="checkbox"/> BUSINESS SOLD/TRANSFERRED IN CITY LIMITS ON _____        NEW OWNER: _____  <small>(Business Licenses are not transferable; new owner must submit a Business License Application)</small></p> <p><input type="checkbox"/> BUSINESS CLOSED OR DISCONTINUED IN CITY LIMITS _____  <small>(Business &amp; Occupation Taxes are due from Jan 1 through date closed/discontinued)</small></p> <p><input type="checkbox"/> BUSINESS CHANGED LOCATION ON _____</p> <p><input type="checkbox"/> NEW SHELTON LOCATION _____  <small>(Business Licenses are not transferable to new location; submit a Business License Application)</small></p> <p><input type="checkbox"/> NEW MAILING ADDRESS: _____</p>	<p><b>TAXPAYER CERTIFICATION:</b></p> <p>THE UNDERSIGNED TAXPAYER DECLARES AND CERIFIES THAT THIS RETURN IS CORRECT:</p> <p>DATED THIS _____ DAY OF _____</p> <p>FIRM NAME _____</p> <p>SIGNED BY _____</p> <p>PRINT NAME SIGNED ABOVE _____</p> <p>OFFICE OR TITLE _____</p> <p>PHONE NUMBER _____</p>
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**CITY OF SHELTON – BUSINESS & OCCUPATION TAX  
DEDUCTION AND EXEMPTION – INFORMATION AND 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.Shelton.WA.US](http://www.Shelton.WA.US).

**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
01	Freight Outside the State							
02	Cash and Trade Discounts							
03	Bad Debts							
04	Other, explain							
	Totals (transfer total to Deductions column 3 on front of this form).							

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

**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:

- Five percent (5%) of the tax due, \$5 minimum, if postmarked after the due date; or
- Fifteen percent (15%) of the tax due, \$5 minimum, if postmarked after the last day of the first month following the due date; or
- Twenty five percent (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, 4% annually, will be calculated from date due and will continue to accrue until payment is made. SMC 3.10.090.

**CITY OF SHELTON  
MULTIPLE ACTIVITIES TAX CREDIT FORM**

*Attach to Business and Occupation Tax Report,  
if credits are claimed.*

**MAIL CREDIT FORM TO:**  
City of Shelton  
525 W. Cota St.  
Shelton, WA 98584



Include Your Business License Number: \_\_\_\_\_ Filing Period \_\_\_\_\_ Year \_\_\_\_\_ Date Due \_\_\_\_\_

**SECTION I: External Credits (Taxes Paid To Other Local Jurisdictions)**

ACTIVITIES: which result in a credit	Column 1	Column 2	Column 3	Column 4
	Taxable Amount	Gross Receipts Tax Paid		Credit
		Shelton	Non-Shelton	
Wholesaling in Shelton of products extracted, manufactured, or printed outside of Shelton.				
Retailing in Shelton of products extracted, manufactured, or printed outside of Shelton.				
Manufacturing in Shelton of products extracted outside of Shelton.				
Total Taxable Amount		Multiple Activities Tax Credit Subtotal of taxes paid to other local jurisdictions		

**SECTION II: Internal Credits (Taxes Paid To Shelton)**

ACTIVITIES: which result in a credit	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Taxable Amount	Business and Occupation Tax Reported				Credit
		Extracting	Manufacturing And Printing	Wholesaling	Retailing	
Manufacturing activities on products extracted in Shelton.						
Wholesaling in Shelton of products extracted in Shelton.						
Wholesaling in Shelton of products manufactured in Shelton.						
Wholesaling in Shelton of products printed in Shelton.						
Retailing in Shelton of products extracted in Shelton.						
Retailing in Shelton of products manufactured in Shelton.						
Retailing in Shelton of products printed in Shelton.						
Total Taxable Amount		Multiple Activities Tax Credit Subtotal of taxes paid to Shelton.				

**Total External and Internal Credits From Section I and Section II:**  
Transfer this amount to the Credit line on Business & Occupation Tax return.

**INSTRUCTIONS**

1. Find the activity, from the activities column, which applies to your business (more than one may apply).
2. Enter in Column 1 the taxable amount (gross less deductions) pertaining to the activity.
3. Compute the amount of the credit as explained below and enter the total amount of the credits from Section I and Section II into the total credit box.

**SECTION I: External Credits**

1. Enter in Column 2 the Shelton B&O tax due on the amount in Column 1 (use tax rate of .001).
2. Enter in Column 3 the tax paid to another local jurisdiction on the same taxable amounts.
3. Enter in Column 4 the lesser of Columns 2 or 3.

**SECTION II: Internal Credits**

1. Enter in Columns 2 – 5 the Shelton B&O tax due on each of the activities, as applicable.
2. Enter in Column 6 the lesser of Columns 2 through 5.