

	<u>Column 1</u> <u>Classification</u> Gross Income (in whole dollars)	<u>Column 2</u> Deductions (itemize below)	<u>Column 3</u> Taxable Revenue	<u>Column 4</u> Standard Deduction (see instructions)	<u>Column 5</u> Taxable Amount	<u>Column 6</u> Tax Rate	<u>Column 7</u> Tax Due
1	Manufacturing/Extracting						
2	Printing/Publishing						
3	Wholesaling						
4	Retail Sales/Retail Services						
5	Services & other activities						
7	Transporting/Freight for hire						
22	Tour Operator/Processor for hire						

Total tax for all classifications:

Add total tax due amounts then enter the total in the "B&O Tax Due" box below.

Deductions entered in Column 2 above MUST be itemized below or they will be disallowed							
Regular Deduction Type	Line 1	Line 2	Line 3	Line 4	Line 5	Line 7	Line 22
	Mfg/Extracting	Print/Publish	Wholesale	Retail sales	Service & other	Transport/Freight	Tour/Processor
29	Bad Debt						
30	Interstate/Foreign Sales						
31	Cash/Trade Discounts						
34	Taxed by Other Cities						
71	Advancement/Reimbursements						
79	Returns & Allowances						
81	Freight Outside the State						
90	Intra-state sales						
47	Other - Explain in space below						
Deduction Totals							

CITY OF SEATTLE BUSINESS LICENSE (B&O) TAX - QUARTERLY REPORTING FORM

B&O Tax Due

MATC (credit) (attach worksheet) -

Adjusted Tax Due =

Interest Due* +

Penalty Due* +

Total to be Paid =

*see back of form

MAIL THE ORIGINAL COPY with your payment to:

CITY OF SEATTLE – LTA
PO Box 34907
Seattle, WA 98124-1907

Phone: (206) 684-8484

E-mail: tax@seattle.gov

Web Site: www.seattle.gov/taxes

Online Reporting: www.filelocal-wa.gov

Changes to your business information should be requested by calling (206) 684-8484 or emailing tax@seattle.gov

LICENSE CANCELLATION

If your business has ceased operations within Seattle, you must notify the City of Seattle by mail or email even if you have already notified the State or other government agencies. If your business has moved outside of Seattle city limits but you still do business in the City of Seattle you may need to maintain your Seattle business license tax certificate and continue to file Seattle business taxes.

FILE AND PAY YOUR TAXES ONLINE

The City of Seattle offers online tax filing using a multi-city portal called FileLocal located at www.filelocal-wa.gov. New users will need to create a business account and link their Seattle license. When you are ready to file please ensure that you have your revenue and payment information ready. An electronic payment must be made for us to accept your online submission. If you are unable to pay electronically please use this form to pay by mail.

LATE FILING AND UNDERPAYMENT PENALTIES

A tax form is not considered “filed” until a valid payment is received with the signed tax form. When tax is due for the period late penalties and interest are charged if the tax form and payment are not postmarked by the due date. If received postmarked after the due date the following penalties will be added:

9% of the tax due amount if postmarked after the due date; or

19% of the tax due if postmarked after the last day of the month following the due date; or

29% of the tax due amount if postmarked after the last day of the second month following the due date.

NOTE: if no tax is due late penalty will not be charged. When tax is due the minimum penalty will be \$5.00.

Interest due on late payments will be calculated from the date due until the date paid. Use this formula to calculate interest: (annual interest rate/360) x tax due amount x number of days late. If the amount of tax paid is less than the amount due additional interest may be charged. If your return is underpaid or if there are additional amounts owing due to added penalties/interest, a Notice of Underpayment will be mailed for the remaining balance owed.

If your payment is dishonored by your bank for any reason, we will add an insufficient funds charge of \$20.

QUESTIONS?

You may email or call our office if you have any questions concerning the preparation of this form. Please include your customer number in any correspondence.

A signature is required on this return. The undersigned swears or affirms that all information in this return is complete and true.

Preparer Signature: _____ Printed Name: _____ Phone: _____

Licensee Signature (if different): _____ Printed Name: _____ Date: ___/___/___