



**QUARTERLY**  
Business and Occupation Tax Report  
(OMC Ordinance 2923 as amended)

Business Number	Statement Number	Period	Date Due

Bus. Name \_\_\_\_\_  
 DBA Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, St. Zip \_\_\_\_\_

If Final Return. Date Business Closed: \_\_\_\_\_

Column 1 Business Classification	Column 2 Gross Amount	Column 3 Deductions from worksheet <a href="#">on Page 2</a>	Column 4 Taxable Gross Amount	Column 5 Rate	Column 6 Tax Amount Due
Road Const or Extraction				.00100	
Retailing				.00100	
Wholesaling				.00100	
Manufacturing				.00100	
Printing & Publishing				.00100	
Service & Other Activity				.00200	
Retail Service				.00100	
				STATEMENT TOTAL	
				PENALTY	
				PREVIOUS BALANCE	
				TOTAL AMOUNT DUE	

**IF TOTAL TAXABLE AMOUNT IN COLUMN 4 IS LESS THAN \$5,000.00, NO TAX IS DUE, BUT REPORT MUST BE FILED.**

Make checks payable to:  
 City Treasurer  
 PO Box 2009  
 Olympia, WA 98507-2009  
 Phone: (360) 753-8327

The undersigned taxpayer declares that they have read the foregoing return and certifies it to be correct.

**\*\*PENALTIES:** No penalty on payments received on or before the last day of the month in which the tax is due.

**9%** of the tax due if not received on or before the last day of the month in which the tax is due.

**19%** of the tax due if not received on or before the last day of the month following the due date.

**29%** of the tax due if not received on or before the last day of the second month following the due date.

**Minimum penalty on all late returns where tax is due is \$5.00. There is no penalty on late returns with no tax due.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**WORKSHEET**

Type of Deduction	MFG	WHOLESALE	RETAIL	PRINTING / PUBLISHING	PUBLIC ROAD CONST/ EXTRACTING	SVC AND OTHER ACT	RETAIL SERVICE
Bad Debts							
Cash and Trade Discounts							
Interstate							
Motor Vehicle Fuel Sale							
Liquor, Wine, Beer							
<b>Total Business Deductions</b>							

**TRANSFER THESE TOTALS TO OTHER SIDE ON COLUMN 3**

**EXPLANATION OF CATEGORIES:**

**MANUFACTURING -** every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or commercial use from his own materials or ingredients any articles, substances or commodities.

**WHOLESALE -** every person engaging in the business of making sales at wholesale of articles, commodities or merchandise held for sale or to be delivered within the city.

**RETAIL -** every person engaging in the business of making sales at retail of articles, commodities or merchandise held for sale or to be delivered within the city, including competitive telephone service; sales of the business without regard to the place of delivery of articles, commodities or merchandise sold.

**PRINTING AND PUBLISHING -** every person engaging in the business of printing and of .publication within this city of newspapers, periodicals or magazines.

**PUBLIC ROAD CONSTRUCTION/ EXTRACTING -** building, repairing or improving any publicly owned street, place, road, highway, bridge or trestle within this city which is used, or to be used, primarily for foot or vehicular traffic; every person, directly or by contracting with others, removing any mineral or other natural resource product from his or her own land or from land of another under a right or license granted by lease or contract.

**SERVICE AND OTHER ACTIVITIES -** every person engaging in any business venture other than those specified above.

**RETAIL SERVICE -** shall include the sale of or charge made for personal, business, or professional services including amounts designated as interest. rents, fees, admission, and other service emoluments however designated. These include, but are not limited to credit bureau services, landscape maintenance, physical fitness services, tanning salon services and automobile parking.