



Finance Division  
 P.O. Box 1659  
 Huntington, WV 25717  
 Phone: (304) 696-5969  
 Fax: (304) 781-8350

**BUSINESS AND OCCUPATION  
 TAX RETURN  
 CITY OF HUNTINGTON**

Account #:
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Location of Business:
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Filing Period Dates:
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Business Name and Mailing Address:
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Due Date:
Account #:
Account Renewal #:

**COMPUTATION OF BUSINESS & OCCUPATION TAX**  
 (SEE REVERSE SIDE FOR INSTRUCTIONS)

Code	Business Classifications	Gross Sales Amount	Rate Multiplier	Tax Due
1	Value of Production of Natural Resources (1%)		.01	\$
2	Natural Gas in Excess of \$5,000.00 (1%)		.01	
3	Limestone or Sandstone Quarried or Mined (0.80%)		.008	
4	Manufacturers (0%)		.00	
5	Retailers, Restaurants, and Others (0.25%)		.0025	
6	Wholesalers (0.15%)		.0015	
7	Electric Power Companies (sales and demand charges domestic purposes); Water Companies (4%)		.04	
8	Electric Power Companies (all other sales and demand charges); Natural Gas Companies (3%)		.03	
9	All Other Public Utilities (2%)		.02	
10	Contractors (total labor and materials) (2%) <i>Complete Schedule C</i>		.02	
11	Amusement (0.5%)		.005	
12	Service and All Other Business (0.5%)		.005	
13	Rents and Royalties (1%) <i>Complete Schedule A</i>		.01	
14	Small Loans and Industrial Loan Business (1%)		.01	
15	Banking and Other Financial Businesses (1%)		.01	
<b>TOTAL TAX DUE</b>				\$
<b>INTEREST:</b> 8% per annum from due date until return paid.				
<b>PENALTIES:</b> For late filing, ADD 5% of Tax Due ONE MONTH after quarter ending dates, plus 1.5% for each succeeding month or fraction thereof, not to exceed a maximum of 25%.				
<b>TOTAL TAX DUE AND PAYABLE</b>				\$

*I declare under penalties of perjury, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief, is a true, correct, and complete return.*

Prepared by (please print):	Signature:	Federal Tax ID Number:
Date:	Phone: Ext.	Email:

**FORM CHANGE: CITY SERVICE FEE FORM WILL BE MAILED SEPARATELY.**

**SCHEDULE A – RENTAL PROPERTY**

(Attach an additional sheet if necessary.)

Property Address	No. of Units	Tenant Type:		Gross Rent
		Commercial/Residential		
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
<b>Total Gross Rent</b>				

Carry total to Gross Sales Amount  
(Code 13) on front of return**SCHEDULE C – CONTRACTING BUSINESS**

(Attach an additional sheet if necessary.)

Project Name	Location	Check If Job Is Completed	Gross Income
		<input type="checkbox"/>	
<b>Total Gross Income This Period</b>			

Carry total to Gross Sales Amount  
(Code 10) on front of return**Payments**

<input type="checkbox"/> Cash	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Credit Card
<b>Credit Card Payments (Circle One):</b> Discover / MasterCard / Visa		
CARD NUMBER:		EXP. DATE:
SIGNATURE:		BILLING ZIP CODE:
<i>Make checks payable to City of Huntington</i>		<b>SHOW AMOUNT PAID HERE: \$</b>

**Instructions**

- Determine your Business Classification(s) and corresponding rate(s) from the table on front of return.
- Determine your B&O total gross sales amount for each of the classifications and enter it in the appropriate box.
  - Gross sales is the total revenue received before any deductions or allowances.
  - Gross sales should not include Federal or State Excise and Sales Taxes.
- Determine your taxes due by multiplying the gross sales amount by the rate multiplier. Example: \$10,000 in retail gross sales multiplied by the rate multiplier of .0025 (.25%) equals a B&O tax due of \$25.00.
- To avoid delinquent notices and tax assessments, indicate on the return if no reportable activity (\$0.00 gross sales) occurred during the filing period and return by the due date.
- Sign the return.
- If your name and/or address printed on the form is incorrect, please mark through the incorrect information and write the correct information
- DUE DATE:** All returns are due 30 days after the end of the applicable filing period.  
**QUARTER END DATES:** March 31, June 30, September 30 and December 31.
- If your return is received after the due date, you will be sent a letter for penalties and interest due.
- Mail payments to: B & O Tax Return, City of Huntington, P.O. Box 1659, Huntington, WV 25717. Pay in person: 800 Fifth Ave, Huntington, WV 25701, Room 20.
- If you have any questions, please contact a Revenue Service Representative at (304) 696-5969.

**Our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m., except holidays.****FORM CHANGE: CITY SERVICE FEE FORM WILL BE MAILED SEPARATELY.**