

OLYMPIA B&O TAX FORM INSTRUCTIONS



1 Annual or Quarterly
 Business and Occupation Tax Report
 (OMC Ordinance 2923 as amended)

2 Olympia Business Number (e.g. 12345)
 Period for tax (e.g. 2021, Q1 2022)
 Tax Due Date (e.g. 4/15/22)

Bus. Name
 DBA Name
 Address
 City, St. Zip

3 Your business information

If Final Return. Date Business Closed: Date closed **4**

Column 1 Business Classification	Column 2 Gross Amount	Column 3 Deductions from worksheet on Page 2	Column 4 Taxable Gross Amount	Column 5 Rate	Column 6 Tax Amount Due
5 Determine your business classification(s)	6 Gross Olympia business income (or gross proceeds of sale), less allowable deductions, equals your gross taxable amount				7 Column 4 x Column 5
Food Service				.00100	
Extraction				.00100	
Retailing				.00100	
Wholesaling				.00100	
Publishing				.00100	
Service & Other Activity				.00200	
Retail Service				.00100	
8				TOTAL TAX	
				PENALTY (% TIMES TOTAL TAX)	9
				OTHER ADJUSTMENTS	
				TOTAL AMOUNT PAID	

10 No tax due threshold. Compare with total of Column 4. If tax is due, Business and Occupation Tax must be filed.

11 Make checks payable to:
 City Treasurer
 Address to mail your return
 Olympia, WA 98507-2009
 Phone: (360) 753-8327

12 PENALTIES: No penalty on payments received on or before the 15th 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.
Late penalty. If you owe B&O tax and pay late, penalty applies

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

Dated this **13** day of _____ Year _____
 Firm Name: _____
 Signature: _____
 Title: Name, signature, title and contact information for signatory
 Phone: _____
 Email: _____

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Please follow these instructions to complete your Olympia B&O tax form. Each of the 13 steps below matches to a red circle on Page 1.

STEP #

1 Annual or Quarterly

Make sure you have the correct form.

- Use the Annual form if your annual business income in Olympia is less than \$750,000.
- If it's more than that, use the Quarterly form.

2 Business Number, Period and Due Date

Fill in these boxes. Leave the statement number blank.

- **Business Number:** Look at the bottom of your Washington State business license to see your Olympia business license endorsement number. Find your Washington State business license on your DoR account.
- **Period:** The tax period you are filing for, generally one period back.
 - Annual filings are for the prior calendar year.
 - Quarterly filings are for the prior quarter.
- **Due Date:**

Filing Frequency	Tax Due For	Tax Period is Called	Filing Due Date	Due Date Example
Annual	Prior calendar year	YYYY A	April 30th	Calendar year 2023 B&O tax return due on or before April 30th, 2024
Quarterly	Q1	YYYY Q1	April 30th	Q1 2023 B&O tax return due on or before April 30th, 2023
	Q2	YYYY Q2	July 31st	
	Q3	YYYY Q3	October 31st	
	Q4	YYYY Q4	January 31st	

3 Your Business Information

Fill in your business name(s) and mailing address.

STEP

4 If Business Stopped

If you have stopped business in Olympia, complete one final B&O return and disclose the stop date here. This triggers us to close your Olympia business account.

NOTE: Closing your business license on www.dor.wa.gov does not automatically close your Olympia business account, and vice versa.

5 Determine Business Classification

When you file an Olympia B&O tax return, enter business revenue in Olympia under each appropriate classification. Identify the correct classification(s) using the table below and the related [definitions in the OMC](#).

Business Classification	Brief Description	OMC Definition
Road Const or Extraction	Road Construction: Selling or charging for labor and services relating to building, repairing or improving streets, roads, highways, parking facilities, or other infrastructure (except on those owned by a municipality or government). Extraction: Taking or producing various resources or products such as fish, sand, natural gas.	Road Construction described in "Sale at retail" item 6; "Extractor"
Retailing	Selling tangible personal property; sales or charges for labor and property while rendering your business services; furnishing lodging; working on digital goods, selling or licensing prewritten software or software delivered through an online platform; providing public road construction services; selling extended warranties.	"Sale at retail"
Retail Service	Selling or charging for personal, business, or professional services in these eight business activities : 1) amusement and recreation activities such as golf or sightseeing; 2) abstract, title insurance and escrow; 3) credit bureau; 4) auto parking and storage garage; 5) landscape maintenance and horticultural; 6) service charges for sporting event ticket sales; 7) personal services such as tanning salons or tattoo parlors; 8) rental or lease of tangible personal property	"Retail Service"
Wholesaling	Selling at wholesale tangible personal property, digital goods, digital automated services; charges made for labor and services for persons who are not your direct customers in respect to retail products they purchased.	"Sale at wholesale"
Manufacturing	Producing articles for sale from raw or prepared materials by giving these materials new forms or qualities such as fabricating, processing, refining, packing, crushing, mixing.	"Manufacturer", "Processing for hire"
Printing & Publishing	Publishing newspapers, magazines and periodicals; printing or publishing books or any other printed materials.	"Newspaper", Printing and Publishing described in 5.04.060.E.
Service & Other Not Listed Above	Everything else not falling into a classification above. Providing professional services to others.	"Service"

STEP

6 Olympia Business Amounts

- Column 2, Gross Amount: The B&O tax basis, which is the amount in Column 2 of the B&O tax return, varies depending on your business activities. Use the table below and [information in the OMC](#) to tabulate your business income. If you need more assistance, speak with your tax accountant.

Business Classification	Gross Amounts for Column 2	Where Amounts Generated	OMC Reference
Road Const or Extraction	Value of products, including by-products, extracted within the city for sale or for commercial or industrial use	For roads constructed in City. For products or by-products extracted within the city, regardless of location of buyer. For those engaged in processing or extracting for hire in the City, regardless of the location of buyer.	5.04.060.A 5.04.060.E
Retailing	Gross proceeds of sales of the business	For delivery or sale of articles, commodities, or merchandise sold by your business in Olympia or delivered by your business in Olympia. For other retail activities, when they take place in Olympia. See OMC 5.04.105a when sale of tangible personal property takes place in multiple cities.	5.04.060.D
Retail Service	Gross proceeds of sales of the business	Without regard to the place of delivery of articles, commodities or merchandise sold. When delivery of articles, commodities or merchandise takes place in more than one jurisdiction - see 5.04.105a.	5.04.060.D
Wholesaling	Gross proceeds of sales of the business	For delivery in Olympia of articles, commodities, or merchandise sold by your business. For other wholesaling activities, when they take place in Olympia. When sale of tangible personal property takes place in multiple cities, see OMC 5.04.105a	5.04.060.C
Manufacturing	Value of products, including by-products, manufactured within the city	Regardless of the place of sale or the fact that deliveries may be made to points outside the City. When manufacturing takes place in more than one jurisdiction - see 5.04.105a	5.04.060.B
Printing & Publishing	Gross income of the business located in the city	Without regard to where printed goods are delivered	5.04.060.E
Service & Other Not Listed Above	Gross income of the business	Whether your business is located in or outside of Olympia, your business income from services delivered to customers in the city. Use the rules in OMC 5.04.105a(3) and (4) to apportion service income to Olympia. Download worksheet, Olympia_Apportionment_Worksheet.xlsx."	5.04.060.G

- Column 3, Deductions: You can only claim B&O tax deductions which are specifically [defined in the Olympia Municipal Code](#). B&O tax is a gross receipts tax, so the cost of doing business cannot be deducted. Support your deductions using the Worksheet on the back of the B&O tax return.
- Column 4, Taxable Gross Amount: Equals Column 2 minus Column 3.

7 Tax Amount Due

Equals Column 4 times Column 5.

For example, \$30,000 Taxable Gross Retailing times .001 rate, or 30,000 x .001, equals \$30 Tax Amount Due.

STEP #

8 Total Taxable Gross

Sum together all numbers in Column 4 and enter here.

9 Statement Total, Penalty, Previous Balance, Total Amount Due

Fill in these boxes.

Total Tax: Sum down column 6.

Penalty: Businesses paying B&O tax after the due date must include the late penalty with their payment.

- Determine the correct Penalty % using the information in the lower left box (field # 12 on page 1 of this instruction manual). The City will send back late B&O returns not including the correct penalty, and you may be subject to a higher penalty.
- If no tax is due there is no penalty on late filings.
- The table below summarizes the penalty for a late B&O tax payment for different situations.
- **Example**: A quarterly filer paying Q3 B&O tax on December 5th (due date was October 31st) owes a 19% late penalty. Applying a 19% penalty on a \$100 tax due: $\$100 \times .19 = \19

Annual Filer								
Month of Payment:	Jan	Feb	Mar	Apr	May	Jun	Jul -->	
Penalty Percent:	Due Date April 30th				9% Penalty	19% Penalty	29% Penalty	

Quarterly Filer

Month of Payment:	Jan	Feb	Mar	Apr	May	Jun	Jul -->
Penalty Percent:	Q1			Due Date April 30th	9% Penalty	19% Penalty	29% Penalty
Month of Payment:	Apr	May	Jun	Jul	Aug	Sep	Oct -->
Penalty Percent:	Q2			Due Date July 31st	9% Penalty	19% Penalty	29% Penalty
Month of Payment:	Jul	Aug	Sep	Oct	Nov	Dec	Jan -->
Penalty Percent:	Q3			Due Date October 31st	9% Penalty	19% Penalty	29% Penalty
Month of Payment:	Oct	Nov	Dec	Jan	Feb	Mar	Apr -->
Penalty Percent:	Q4			Due date January 31st	9% Penalty	19% Penalty	29% Penalty

Other Adjustments: If you know of a prior unpaid balance or credit on your Olympia B&O account, or if you are amending your return, use this field to add or subtract the adjustment.

Total Amount Paid: Add together the total tax, penalty, and any other adjustments.

STEP #

10 No Tax Due Threshold

Use the amount shown to determine if your business' total taxable gross amounts qualify for no tax due in the period:

- If you are an annual filer and the total of Column 4 is less than \$20,000 replace the Total Amount Due with \$0.
- If you are a quarterly filer and the total of Column 4 is less than \$5,000 replace the Total Amount Due with \$0.

11 Address to Mail Your Return

Mail in your return here. You can also pay at the customer service counter at City Hall.

We cannot accept electronic filings or payments at this time.

A B&O tax return is considered to have been received only when both the tax return and tax payment are received by the City.

- The City will mail back payments unaccompanied by a B&O tax return.
- The City will return checks from your bank's bill pay system unless we receive the accompanying B&O tax return before we receive the bill pay check.
- The City will return filings where a tax is due if no payment is received.

12 Late Penalty Information

Description of late penalties. See the tables shown in item 9 above for assistance to determine the correct penalty % if your payment is late. The due dates for Olympia B&O taxes can be found in item 2 above.

13 Filing Date, Business Name, Signature, Your Title, Phone and Email

Fill in all lines.