



## City of Weirton

200 Municipal Plaza

Weirton, WV 26062

Phone: (304) 797-8547 | Fax: (304) 740-2043

### Business and Occupation Tax Return

THIS RETURN IS TO BE FORWARDED TO AND CHECK MADE PAYABLE TO THE CITY OF WEIRTON

Date business began: \_\_\_\_\_

If Business discontinued, provide date: \_\_\_\_\_

If Business was sold, provide date of the sale: \_\_\_\_\_

Furnish the Name and Address of the New Owner: \_\_\_\_\_

Account No

Quarter Ending Date

#### Please Provide Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Business Classification	
Individual	<input type="checkbox"/>
Corporation	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Association	<input type="checkbox"/>
Trust	<input type="checkbox"/>
Joint Venture	<input type="checkbox"/>
Other	<input type="checkbox"/>

List all Gross Income according to the appropriate classifications below. Refer to the appropriate schedules as necessary.

Instructions: Insert Gross Income by correct classification in Column 2 below. Subtract any applicable exemption listed in Column 3, providing the resulting Taxable Net in Column 4. Multiply the Taxable Net in Column 4 by the Rate in Column 5 to provide the resulting Tax Due in Column 6. Add all Classes of Tax Due in Column 6 placing the result in Column 6, Line 25. Add any interest or penalties in Lines 26 and 27 and subtract the Credit in Line 28 to calculate the Total Tax Due, Line 29.

Class Code	Business Classification	Taxable Gross Income	Quarterly Exemption Amount	Taxable Net	Rate	Tax Due
	(Column 1)	(Column 2)	(Column 3)	(Column 4)	(Column 5)	(Column 6)
				(Col 2 - Col 3)		(Col 4 x Col 5)
1	Manufacturing, Compounding or Preparing Products		(25,000,000.00)		0.1000%	
2	Selling Tangible Property, Business of					
2A	Retail		(125,000.00)		0.3750%	
3	Service Business or Calling not Otherwise Specifically Taxed		(25,000.00)		0.6500%	
4	Contracting, Business of (Must Complete Schedule C)				2.0000%	
5	Amusements, Business of Operating				0.1250%	
6	Rental (Business of Furnishing Property for Hire) (Must Complete Schedule B)				0.2500%	
7	Banking and Other Financial Businesses (Must Complete Schedule A)				1.0000%	
8	Public Service or Utility Business					
8A	Street and Inter-Urban Electric Railways				1.0000%	
8B	Water Companies (Non-Municipally Owned)				4.0000%	
8C	Electric Light and Power Companies-Domestic/Commercial				4.0000%	
8D	Electric Light and Power Companies-Other				3.0000%	
8E	Natural Gas Companies				3.0000%	
8F	Toll Bridge Companies				3.0000%	
8G	All Other Public Service or Utility Businesses				2.0000%	
9	Value of Production of Natural Resources					
9A	Coal				1.0000%	
9B	Limestone or Sandstone-Quarried or Mined				1.5000%	
9C	Oil				3.0000%	
9D	Natural Gas		(1,250.00)		6.0000%	
9E	Blast Furnace Slag				3.0000%	
9F	Sand, Gravel or Other Mineral Products, Not Quarried or Mined				3.0000%	
9G	Timber				1.5000%	
9H	Other Natural Resource Products				2.0000%	
10	Health Maintenance Organizations (Benefit Plans)				0.1250%	
		25	NET TAX DUE (Total of Column 6)			
		26	INTEREST: 8% Per Annum From Due Date Until the Return is Paid			
		27	PENALTIES FOR LATE FILING: ADD 5% of Tax Due ONE MONTH after quarter ending dates, plus 5% for each succeeding month or fraction thereof, not to exceed a maximum of 25%.			
		28	Credit available if an amount is due on Line 25:			(\$12.50)
		29	Available credit / overpayment on this account:			(\$0.00)
		30	TOTAL TAX DUE: (Add lines 25, 26, 27 and Subtract lines 28 and 29.)			

I declare under the 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.

By: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Corporate Officer, Owner, Partner or Agent (Sign and Print Name Clearly)

This Return, with your payment for the Total Tax Due, must be received within 30 days from the end of the taxable quarter. Return all forms with all sides and schedules completed along with your payment.

All sections of the retrun must be completed. Schedules and additional instructions can be found on page 2.

If reporting under the "Banking", "Contracting", and/or "Rental" classifications, you must complete the appropriate schedule.

SCHEDULE A	
<b>Banking and Other Financial Businesses</b>	
If reporting income under Class 7 "Banking and Other Financial Businesses" it is necessary for you to complete Schedule A.	
Gross Income from Loans	
Less Exempt Interest Income from Loans	
<b>Net Income from Loans</b>	
Gross Income from Investments	
Less Exempt Interest Income from Investments	
<b>Net Income from Investments</b>	
Other Gross Income (Fees, Etc.) Allocated	
<b>Total Taxable Income (Banking/Financial Businesses):</b>	
<b>(Carry Total Taxable Gross Income to Tax Return, Line 7, Column 2)</b>	

SCHEDULE B		Additional Sheet for Schedule B is available at:		
<b>Rental Businesses</b>				
If reporting income under Class 6 "Rental Business" it is necessary for you to update and list all rental property (real or tangible personal) you own within the city limits of <b>(Attach additional sheet as necessary with the same information.)</b>				
Property Address	# of Units	Residential or Commercial	Name of Commercial Business or Residential Tenant	Quarter's Gross Rent Collected
1		RES <input type="checkbox"/> COM <input type="checkbox"/>		
2		RES <input type="checkbox"/> COM <input type="checkbox"/>		
3		RES <input type="checkbox"/> COM <input type="checkbox"/>		
4		RES <input type="checkbox"/> COM <input type="checkbox"/>		
5		RES <input type="checkbox"/> COM <input type="checkbox"/>		
<b>Total Taxable Income (Rental Business):</b>				
<b>(Carry Total Taxable Gross Income to Tax Return, Line 6, Column 2)</b>				

SCHEDULE C		Additional Sheet for Schedule C is available at:		
<b>Contracting Business</b>				
All Contracting Projects for the quarter must be detailed using Schedule C. Each individual contracting project is entitled to an exemption amount of \$100,000. <b>(Attach additional sheet as necessary with the same information.)</b>				
Project Name and Address / Location	Job Completion	Gross Project Revenue	Per Project Exemption (\$100,000 each)	Net Taxable Revenue
1			(\$100,000)	
2			(\$100,000)	
3			(\$100,000)	
4			(\$100,000)	
5			(\$100,000)	
<b>Total Taxable Income (Contracting Businesses):</b>				
<b>(Carry Total Taxable Gross Income to Tax Return, Line 4, Column 2)</b>				

## GENERAL INSTRUCTIONS

- "Business" as used in the ordinance includes all activities engaged in or caused to be engaged in with the object of gain of economic benefit, either direct or indirect.
- Gross income means the gross receipts of the taxpayer received as compensation for personal services or derived from trade, business, commerce, or sale, without any deductions for the cost of property sold, cost of materials used, labor costs, taxes, royalties, interest and discounts paid, or sums paid to independent contractors, subcontractors, or persons furnishing services or property used, or any other expenses whatsoever.
- Gross income should not include Federal or State excise and sales taxes imposed on the consumer and held in trust as an agent of the imposing government or identified and documented bad debts originally reported as "gross income" and upon which tax has been previously paid.
- Tax must be paid on all gross income received by the business during the quarterly reporting period, and must reflect total gross income received for all applicable classifications.
- All businesses, regardless of income or type, must file the quarterly tax return, even if no income is received. If no reportable activity occurred during the filing period, indicate this on the return and return by the due date.
- Filing Periods: Tax returns must be filed quarterly, for the three month periods ending March 31, June 30, September 30, and December 31 unless permission has been granted by the Finance Director for filing otherwise. All returns, with remittance of the tax, are due within 30 days after the end of the applicable filing period.
- Businesses physically located outside of the city limits must pay tax on all gross income received as the result of business activities within the city.
- Late Return: 5% Penalty of the taxable amount for the first month, or fraction thereof, of delinquency and 5% for each succeeding month, or fraction thereof, of delinquency, not exceeding 25% in the aggregate.
- Failure to Pay Tax: 0.5% Penalty of the taxable amount for the first month, or fraction thereof, of delinquency and 0.5% for each succeeding month, or fraction thereof, of delinquency, not exceeding 25% in the aggregate.
- If reporting under "Banking", "Contracting", and/or "Rental", you must complete the appropriate schedule.

11	The following Classifications have applicable exemptions which are to be subtracted from the Taxable Gross to obtain the Taxable Net. Insert the correct exemption amount in either the Tax Return (Column 3) or on the applicable Schedule if necessary.			
	Manufacturing	\$25,000,000.00	Per Quarter	See Return (Column 3)
	Retail	\$125,000.00	Per Quarter	See Return (Column 3)
	Services	\$25,000.00	Per Quarter	See Return (Column 3)
	Contracting	\$100,000.00	Per Project	See Schedule C
	Natural Gas	\$1,250.00	Per Quarter	See Return (Column 3)