

City of Keyser

111 North Davis Street, Keyser, WV 26726
Phone: (304) 788-1511 Fax: (304) 788-0723

Blank - Business and Occupation Privilege Tax

THIS RETURN WITH PAYMENT MUST BE RECEIVED WITHIN 30 DAYS FROM END OF PERIOD AND SIGNED BY TAXPAYER

From _____ To _____

Account _____

Name and Address _____

Current Phone Number _____

Name or Address Change? _____

If Business discontinued, give date: _____

If Business sold, give name and address of new owner: _____

To Calculate:

A - GROSS INCOME multiplied by RATE then divide by 100 = TAX DUE
 B - TAX DUE multiplied by PENALTY % = PENALTY
 C - TAX DUE subtract EXEMPTION (Annual \$10 / Quarter \$2.50) = EXEMPTION
 D - TAX DUE plus PENALTY subtract EXEMPTION = ADJUSTED TAX
 E - CREDIT available. If Reporting Late, credit could be incorrect. Call/Email to Verify
 F - ADJUSTED TAX subtract CREDIT = TOTAL REMITTANCE

EXAMPLE: Gross income is \$5,000 for Services.
 *WITH NO PENALTY / CREDITS: $5,000 \times .35 / 100 = 17.50 - 10.00 = 7.50$ (TOTAL REMITTANCE)
 *TO CALCULATE PENALTY: TAKE $17.50 \times \%$ (1st Month Late .05%, Each Month After .01% (Ex. 3 Months Late = .07%)

COMPUTATION OF TAX (ESTIMATED)

BUSINESS CLASSIFICATION	GROSS INCOME	EXEMPTIONS SEE REVERSE	TAXABLE GROSS	RATE/ \$100	TAX DUE
Production Coal				.75	
Limestone or Sandstone, Quarried or Mined & Timber				1.50	
Sand, Gravel, Etc., Not Quarried/Mined				2.95	
Natural Gas in Excess of \$1,250				5.95	
Timber				.50	
Other Natural Resources				1.95	
Manufacturing				.20	
Selling Retail				.25	
Selling Wholesale				.15	
Electric Light & Power - Domestic & Commercial				4.00	
Electric Light & Power - All Others				3.00	
Natural Gas Companies				3.00	
All Other Public Utilities				1.95	
Contracting				.75	
Loans				.40	
Amusements				.40	
Services and All Other Business				.35	
Rents, Royalties				.40	
Banking				.35	
A) TAX DUE					
B) PENALTY (5% for 1st Mo. Past Due, 1% Each Mo. After)					
C) EXEMPTION (Annual \$10 / Quarterly \$2.50)					
D) ADJUSTED TAX					
E) CREDIT					
F) TOTAL REMITTANCE					

I _____ do certify that the above estimates of tax due was made from the records of the taxpayer and is believed to be close approximation of the actual tax due.

(Name of Taxpayer)

(Official Title)

Date _____

INSTRUCTIONS AS TO ANNUAL RETURNS

For more detailed instructions or information address: City of Keyser, Business and Occupation Tax Department, Keyser, WV 26726

1. PERSONS REQUIRED TO FILE RETURNS

(a) All Corporations and Associations organized and existing under the laws of West Virginia, operating in Keyser. (b) All foreign corporations admitted to do business in Keyser, W.V. (2) All individuals, firms, co-partnerships, joint adventures, trusts or any other group acting as a unit, engaged in business in Keyser, W.V.

(NOTE: Corporations, foreign and domestic, associations, individuals, firms, co-partnerships, joint adventures, trusts or any other group or combination acting as a unit engaged in business in Keyser, are required under the Rules and Regulations, to make returns regardless of whether the amount of business done requires the payment of a tax, or in the case of Corporations, whether or not any or all of the business is conducted outside of Keyser.)

2. EXEMPTION SCHEDULE

To be used by all persons engaged in business of SELLING in Keyser, W.V. This schedule is to be prepared after COMPUTATION OF TAXES, on the reverse side, has been completed by the making of the proper entries.

	Amount	
	Dollars	Cents
(1) Taxable gross income as shown by corresponding column on reverse side ADD:		
(2) Exemptions claimed as shown by corresponding column on reverse side, bad debts, sales returned, discounts, etc. ITEMIZE EXEMPTIONS: (Use continuation sheet if required)		
(3) Outgoing freight charges, if any, included in taxpayer's invoices to customers		
(4) Total gross income (see definition below) as shown by corresponding column on reverse side		

3. CLASSIFICATIONS OF BUSINESS ACTIVITIES

CODE A. Every person engaging or continuing within Keyser, W.Va. in the business of producing for sale, profit or commercial use any natural resource products shall report under CODE A (1 to 6) the gross proceeds of sales (and-or sales value where no sale is made), of all natural resource products mined or produced for sale, profit or commercial use.

CODE B. Every person engaging or continuing within Keyser, W.V. in the business of manufacturing, compounding, or preparing for sale, profit or commercial use, either directly or through the activity of others, in whole or in part, any article or articles, substance or substances, commodity or commodities, shall report under CODE B the gross proceeds of sales (and-or sales value where no sale is made), of all such articles, etc. manufactured, compounded, or prepared for sale, profit, or commercial use.

CODE C. Every person engaging or continuing within Keyser, W.V. in the business of selling any tangible property whatsoever real or personal, shall report under CODE C (1 and-or 2) the "gross income" of the business. (See definition of "gross income" below.)

CODE D. Every person engaging or continuing within Keyser, W.V. in the following utility business, via: Street interurban, and electric railways, electric light and power companies, water companies, natural gas distributors, toll bridge companies, and all other public utilities, except telegraph and telephone companies, railways, and other transportation companies taxed under Article 12-A, shall report under CODE D (1 to 4) the "gross income" of the business. (See definition of "gross income" below.)

CODE E. Every person engaging or continuing within Keyser, W.V. in the business of contracting shall report under CODE E the "gross income" of the business. (See definition of "gross income" below.)

CODE F. Every industrial loan company engaging or continuing within Keyser, W.V. in the business of a loan company shall report the business of the loan company under CODE F the "gross income" of the business.

CODE G. Every person engaging or continuing within Keyser, W.V. in the business of operating a theater, opera house, moving picture show, vaudeville, amusement park, dance hall, skating rink or any other place at which amusements are offered to the public, shall report under CODE G the "gross income" of the business. (See definition of "gross income" below.)

CODE H. Every person engaging or continuing within Keyser, W.V. in any service business or calling not otherwise specifically taxed shall report under CODE H the "gross income" of the business. (See definition of "gross income" below.)

CODE I. Every person, corporation, firm or association engaging or continuing within Keyser, W.V. in the business of collecting income from the use of property shall report under CODE I the "gross income" of the business. (See definition of "gross income" below.)

CODE J. Every person, firm, or corporation engaging or continuing within Keyser, W.V. in the business of banking or financial business shall report under CODE J, the "gross income" of the business. (See definition of "gross income" below.)

4. DEFINITION OF THE TERM "GROSS INCOME"

"Gross Income" means the gross receipts of the taxpayer derived from trade, business, commerce or sales and the value preceeding or accruing from the sale of tangible property (real or personal) or service, or both, and all receipts by reason of the investment of the capital of the business, engaged in, including interest, discount, rentals, royalties, fees or other emoluments however designated and without any deductions on account of the cost of property sold, the cost of materials used, labor costs, taxes, royalties, interest or discount paid or any other expense whatsoever.

If the space on this return is insufficient to enter all proper items or notations, separate sheets containing the necessary information should be attached: when so attached, they become a part of this return.

Only one annual exemption of \$10.00 may be claimed by taxpayer regardless of the fact that he may have two or more separate places of business. The entire \$10.00 exemption may be claimed only if business has been carried on actively for the whole year. If a business is operated for a part of a tax year, the exemption is reduced in proportion (\$2.50 for a quarter, .883 cents for a month, or .0277 cents a day for the period actually engaged in business.)

At any time a taxpayer sells or discontinues a business, a final return must be filed within 30 days after sale or discontinuance. The return must show the date of sale and the name and address of the purchaser.

(Name of Taxpayer)

(Official Title, if made on behalf of a corporation: President, Vice-President, Secretary or Treasurer, as the case may be.)