



City of Poulsbo

Business and Occupation (B&O) Tax

Request for Active Non-Reporting Status

This form may be used by a business to request active non-reporting status for B&O tax. Active non-reporting status is defined as conducting business in the City but does not currently meet the threshold to pay B&O tax. Refer to the additional information below.

| | |
|--|--------------------------|
| UBI Number | Legal Entity Name |
| | |
| Select the option below that applies to your business activities in Poulsbo. | |
| <input type="checkbox"/> Nonresident business: The business does not own, lease, rent, or maintain a place of business within Poulsbo and the annual gross receipts attributable to the city does not exceed \$125,000.00 if reporting annually. OR <input type="checkbox"/> Poulsbo business: The business owns, leases, rents, or maintains a place of business within Poulsbo and the annual gross receipts of the business does not exceed \$125,000.00 if reporting annually. | |
| Name of Applicant or Representative | Job Title |
| | |
| Email | Phone |
| | |

I hereby request that my City of Poulsbo B&O tax account be placed on an active non-reporting status. I swear that the foregoing information is true and complete, to the best of my knowledge. I understand if the city approves my request and the taxable threshold is subsequently exceeded, I must pay the tax by the due date. I also understand I am responsible for verifying any future changes to the threshold.

Taxpayer Signature

Date

Print Name

Job Title

Send your completed request to tax@poulsbo.gov or mail to:

City of Poulsbo, Finance Department
200 NE Moe Street, Poulsbo, WA 98370

The City may take up to 30 days to respond to a request for active non-reporting status. Additional information may be requested to determine eligibility. If approved, the business must continue to maintain proper financial records which demonstrate the gross income and taxable amount. All books, records, invoices, receipts, etc. shall be open for examination at reasonable times upon request by the City or designated agent. If the taxable threshold is exceeded, it is the responsibility of the business to notify the City and file a tax return by the due date.