

Receipt Number: _____ Posted: _____

B&O / 2026 QUARTERLY MULTI-PURPOSE TAX FORM

City of Poulsbo ~ 200 N.E. Moe Street ~ Poulsbo, WA 98370 ~ (360) 394-9749 ~ email: tax@cityofpoulsbo.com

BUSINESS NAME: _____

STATE UBI NO.: _____

ADDRESS: _____

QUARTERLY

- Business will be exempt from paying B&O tax if annual gross revenue is less than \$20,000, however a zero return is required to be filed annually (due April 15).
- Non-profit organizations are exempt from paying the City's B&O tax but are required to file an annual zero return by April 15. However, if a non-profit sells merchandise, collects retail sales tax, remits tax to the state, then that income is B&O taxable.
- **Exemption 1:** The first \$125,000 of taxable gross revenue earned annually (or \$31,250 per quarter) is allowed a single deduction by each classification. An annual filer will deduct \$125,000. A quarterly filer will deduct \$31,250 each quarter. This applies to all classifications.

Tax Classifications	Gross Receipts	Deductions/Exemptions	Taxable Revenues	Tax Rates	Tax Due Amount
B&O TAXES					
Taxable Retail/Retail Services	\$	-	=		
Wholesaling	\$	-	=		
Manufacturing	\$	-	=		
Services & Other Apportioned	\$	-	=		
		\$ 31,250.00		\$	x .002
					\$
OTHER TAXES					
Admissions	\$	-	=	\$	X 0.05 = \$
Amusement & Games	\$	-	=	\$	X 0.02 = \$
Bingo & Raffle	\$	-	=	\$	X 0.05 = \$
Pull Tabs & Punchboards	\$	-	=	\$	X 0.10 = \$
Please explain Deductions, other than allowable Exemptions:					
				B&O Tax Due	\$
				Multiple Activities Credit	\$
				Other Taxes Due	\$
				Penalties	\$
				Additional Deductions	\$
				Total Amount Due	\$
Signature: _____		Date: _____			
Telephone Number: _____		Email: _____			

Deduction Type	Tax Classification	Tool Tip
B&O Taxes		
Tax Code / Classification	Retailing/Retail Services & Wholesaling	
Credit Losses	Retailing/Retail Services Deductions - Credit Losses	Credit losses (or Bad Debt) for accrual basis taxpayers. In computing tax, there may be deducted from the measure of tax the amount of credit losses actually sustained by taxpayers whose regular books of account are kept upon an accrual basis.
Cash/Trade Discount	Retailing/Retail Services Deductions - Cash/Trade Discount	The amount of cash or trade discount actually taken by the purchaser may be deducted from the measure of tax if it was reported initially as gross.
Sales Delivered Outside Poulosbo	Retailing/Retail Services Deductions - Sales Delivered Outside Poulosbo	See PMC 3.34.100 Deductions
Other - Describe	Retailing/Retail Services Deductions - Other - Describe	Most allowable deductions are listed. Your business may have a specific deduction allowed by law that is not listed. Use of the Other Deduction line requires you to document or explain the deduction. Invalid deductions will be disallowed.
Tax Code / Classification	Manufacturing/Processing for Hire	
Credit Losses	Manufacturing/Processing for Hire Deductions - Credit Losses	See Credit Losses Above
Eligible Gross Receipts Tax Paid Another City	Manufacturing/Processing for Hire Deductions - Eligible Gross Receipts Tax Paid Another City	See PMC 3.34.050 Deductions to Prevent Multiple Taxation
Other- Describe	Manufacturing/Processing for Hire Deductions - Other- Describe	See Other - Describe Above
Tax Code / Classification	Services & Other (Apportioned)	
Credit Losses	Services & Other (Apportioned) Deductions - Credit Losses	See Credit Losses Above
Cash/Trade Discount	Services & Other (Apportioned) Deductions - Cash/Trade Discount	See Cash/Trade Discount Above
Interest on Investments/Loans Secured by First Mortgages or Trust Deeds on Non-transient residential Properties	Services & Other (Apportioned) Deductions - Interest on Investments/Loans Secured by First Mortgages or Trust Deeds on Non-transient residential Properties	See PMC 3.34.100 Deductions
Other - Describe	Services & Other (Apportioned) Deductions - Other - Describe	See Other - Describe Above
Other Taxes		
Tax Code / Classification	Admissions Charges	
Other - Describe	Admissions Charges Deductions - Other Describe	See Other - Describe Above
Tax Code / Classification	Pull Tabs/Punch Boards	
Qualified Prizes & Payouts	Pull Tabs/Punch Boards Deductions - Qualified Prizes & Payouts	See PMC 3.28.020 Gambling Tax
Other - Describe	Pull Tabs/Punch Boards Deductions - Other- Describe	See Other - Describe Above
Tax Code / Classification	Bingo, Amusement& Raffle Non-Profit (over \$5,000)	
Qualified Prizes & Payouts	Bingo Deductions - Qualified Prizes & Payouts	In computing the tax imposed by this chapter, this item may be deducted from the measure of the gambling tax; please review City Code for applicability.
Other - Describe	Bingo Deductions - Other Describe	See Other - Describe Above
Tax Code / Classification	Amusement & Games	
Qualified Prizes & Payouts	Amusement Games Deductions - Qualified Prizes & Payouts	See PMC 3.28.020 Gambling Tax
Other - Describe	Amusement Games Deductions - Other- Describe	See Other - Describe Above
Tax Code / Classification	Bingo	
Qualified Prizes & Payouts	Bingo Deductions - Qualified Prizes & Payouts	In computing the tax imposed by this chapter, this item may be deducted from the measure of the gambling tax; please review City Code for applicability.
Other - Describe	Bingo Deductions - Other Describe	See Other - Describe Above
Tax Code / Classification	Raffles	
First \$10,000 of Gross Revenue for Nonprofit Organizations	Raffles Deductions - Gross Revenue for Nonprofit Organizations	See PMC 3.28.020 Gambling Tax
Qualified Prizes & Payouts	Raffles Deductions - Qualified Prizes & Payouts	See PMC 3.28.020 Gambling Tax
Other - Describe	Raffles Deductions - Other Describe	See Other - Describe Above
Utility Taxes		
Tax Code / Classification	Electricity, Gas, Water, Garbage & Cable TV	
Credit Losses		See Credit Losses Above
Other - Describe		See Other - Describe Above
Tax Code / Classification	Telephone	
Credit Losses	Telephone Deductions - Credit Losses	See Credit Losses Above
Resale	Telephone Deductions - Resale	In computing the tax imposed by this chapter, this item may be deducted from the measure of the utility tax; provide, however, that the deduction may be subject to tax under other chapters including but not limited to the Business and Occupation Tax Code. Please review the City Code for applicability.
Qualified charges to another telecommunication company	Telephone Deductions -Qualified Charges to another telecommunication company	In computing the tax imposed by this chapter, this item may be deducted from the measure of the utility tax; provide, however, that the deduction may be subject to tax under other chapters including but not limited to the Business and Occupation Tax Code. Please review the City Code for applicability.
Billing adjustments made as a result of a third party fraud or crime	Telephone Deductions - Billing adjustments made as a result of a third party fraud or crime	See PMC 3.36.060 Excepciones and deductions from gross income
Other - Describe	Telephone Deductions - Other- Describe	See Other - Describe Above