

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 | \$ |
| | | | | Subtotal All Taxes | \$ |
| | | | | 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 |