

Instructions for the Business & Occupation Tax Return

Every person, firm, association or corporation doing business within the City, with annual taxable revenue receipts of \$1.5 million or more, unless otherwise exempt, is subject to the City Business & Occupation (B&O) tax and must file a tax return even if no tax is due.

Do NOT use this form to amend a previously submitted tax return. Detailed instructions on how to amend a tax return is provided on the City of Renton website at rentonwa.gov/bnotax/.

Detailed instructions, tax classifications and allowable deductions are provided in the City of Renton B&O Tax Guide or can be found in Chapter 5-25 and 5-26 of the Renton Municipal Code (RMC). If you have any questions or would like to request a copy of the guide, please contact the Finance Department at (425) 430-6950 or by email at tax@rentonwa.gov.

For more information, visit our website at rentonwa.gov/bnotax/

SECTION I: Check any applicable box and provide specific details in the space provided. Enter the WA State Unified Business Identifier (UBI), City Business License Number, and Tax Reporting Period (Quarter/Year).

SECTION II: Determine which business tax classification(s) relates to your business activity (Column 1). Businesses conducting several types of activities may report in more than one tax classification.

Column 2: Enter your company-wide gross receipts on the appropriate tax gross receipts classification line.

Column 3: Enter amounts of any deduction that you are entitled for each tax classification per Schedule C. These deductions include, but are not limited to, cash discounts taken by purchasers, and credit losses or bad debts sustained by sellers.

Column 4: Subtract the values entered in Column 3 from those entered in Column 2, and enter the result in Column 4. If the amount is less than or equal to zero, then enter "0" in Column 4.

Column 6: If the total amount in Column 4 is greater than zero, multiply the tax rate listed in Column 5 for each tax classification by the taxable amount entered in Column 4. Enter the result in Column 6. Add the values entered in Column 6, less any Multiple Activities Tax Credit (MATC) and New Business Tax Credit, and enter the results in line 11.

Line 12: If the tax return and payment are overdue, calculate the penalty on the amount reported on Line 11. Enter the penalty amount by calculating as follows:
 1 day to 30 days overdue.....9% (\$5 minimum)
 31 days to 60 days overdue.....19% (\$5 minimum)
 Over 60 days.....29% (\$5 minimum)

Line 13: All overdue tax balances are subject to an interest charge at 2% per annum. If overdue, calculate interest on the amount on Line 11 by: Line 11 x 2% / 365 (days a year) x number of days past due.

Line 14: Add Lines 11, 12 and 13 and enter the result in the field provided.

Sign and date your return.

Period	Reporting Period Ending	Return and Payment Due
Qtr. 1	March 31	April 30
Qtr. 2	June 30	July 31
Qtr. 3	September 30	October 31
Qtr. 4	December 31	January 31