



UTILITY OCCUPATION TAX RETURN

ALL UTILITY BUSINESSES MUST FILE A UTILITY OCCUPATION TAX RETURN

FINANCE DEPARTMENT

P.O. Box 1307 • Issaquah, WA 98027-1307
 Phone (425) 837-3050 • Fax (425) 837-3029
 issaquahwa.gov

Mailing Address:

City License No.: _____

Washington State UBI No.: _____

Business Name: _____

For Month Ending: _____

TAX RETURNS MUST BE FILED MONTHLY EVEN IF NO TAX IS DUE

COLUMN 1 BUSINESS CLASSIFICATION	COLUMN 2 GROSS INCOME	COLUMN 3 DEDUCTIONS (See Below)	COLUMN 4 TAXABLE AMOUNT	COLUMN 5 RATE	COLUMN 6 TAX DUE
TELEPHONE				.06	
ELECTRIC				.06	
NATURAL GAS				.06	
SOLID WASTE				.06	
WATER				.03	
SEWER				.03	
SURFACE WATER				.03	
CABLE TV (UTILITY TAX & FRANCHISE FEE)					
CABLE TV FRANCHISE FEE				.05	
CABLE TV UTILITY TAX				.03	
TAX RETURNS MUST BE FILED MONTHLY. Tax returns are considered late if not filed by the last day of the month following the reporting period. PENALTIES. Late Returns must include the following penalty with payment, even if no tax is due: 10% OF TAX DUE OR \$10.00 WHICHEVER IS GREATER				TOTAL TAX DUE THIS PERIOD	
				PENALTY	
				PREVIOUS BALANCE	
FINAL RETURN? If yes, please check one - Business was: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SOLD Date: _____ <input type="checkbox"/> CLOSED (see reverse)				TOTAL TAX & PENALTY DUE	

EXPLANATION OF COLUMN 3 DEDUCTIONS TO GROSS INCOME:

TYPE OF DEDUCTION	DEDUCTION AMOUNT
Credit Losses Sustained	
Interstate/Foreign Transactions	
Other (Explain):	
TOTAL DEDUCTIONS	

MAIL PAYMENT & COMPLETED TAX RETURN FORM TO:

City of Issaquah Finance Department
 PO Box 1307
 Issaquah, WA 98027

MAKE CHECK PAYABLE TO CITY OF ISSAQUAH

STATEMENT BY TAXPAYER

I/we hereby certify under the penalties of perjury that the sum above shown is the amount of tax for which I am/we are liable for the period abovesown under and computed according to the provisions of this Ordinance. I/we further certify that the information herein given, and the amount of the tax liability herein reported are full and true and I/we know the same to be so.

Signature of Owner/Representative _____ **Date** _____

Signer's Title _____ **Phone:** _____

CITY OF ISSAQUAH
Utility Occupation Tax Return Instructions

MONTHLY RETURNS

Utility Occupation Taxes are due and payable to the City of Issaquah monthly. Completed Tax Return Form and payment must be postmarked no later than the last day of each month following the reporting period.

For example, for Income earned in September, Utility Occupation Taxes would be due no later than October 31st.

To avoid a Past Due penalty, your Tax Return must be post-marked on or by the tax due date for the tax period you are reporting.

PENALTIES

If this Tax Return is past due, the following penalties must be included in your payment, **even if no tax is due:**

10 % OF THE AMOUNT OF TAX DUE OR \$10.00, WHICHEVER IS GREATER.

ADDITIONAL INFORMATION

- ✓ Taxes are based on Gross Receipts. Please enter your gross receipts in the appropriate box on the front of form.
- ✓ This Tax Return must be completed, signed and returned each reporting period (i.e. monthly), even if no tax is due.
- ✓ The City of Issaquah does not allow all the deductions that the State of Washington allows. If you are not sure of a deduction, contact the City Finance Department. PLEASE NOTE: Costs of doing business are not deductible.
- ✓ Please notify the City of Issaquah Finance Department if your business location(s) has changed.
- ✓ If you are unsure of your filing status, please contact the City Finance Department.

OWNERSHIP CHANGE OR BUSINESS CLOSURE

Please provide the following information if there has been a sale or closure of your business during this tax period:

Date Business Closed/Ownership Changed _____

New Owner's Name: _____

New Owner's Address: _____

DELIVERY/FILING INSTRUCTIONS:

Mail this completed Tax Return to:

City of Issaquah
Finance Department
PO Box 1307
Issaquah, WA 98027

Or deliver in person to:

City of Issaquah
Finance Department
130 E Sunset Way, 2nd Floor
Issaquah, WA 98027