 CITY OF OAK HILL

 100 Kelly Ave., Oak Hill, WV 25901 PO Box 1245 Oak Hill, WV 25901
 Phone (304) 469-9541 FAX (304) 469-2801

##

##  QUARTERLY BUSINESS AND OCCUPATION TAX RETURN

|  |
| --- |
|  **Acct. #** |

This return with the amount of tax due must be received by the City Treasurer on or before the expiration of thirty days from the end of the quarter in which they accrue. Please read the instructions on the back of form. Make check payable to the City of Oak Hill.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CLASS**CODE** | BUSINESS CLASSIFICATION | **GROSS AMT. OF****SALES & TAXABLE AMT.** | **RATE PER $100.00** | TAX DUE |
| 01 | Coal |  |  .78 |  |
| 02 | Sand, gravel or other mineral; oil, blast furnace |  |  2.34 |  |
| 03 | Natural Gas |  |  4.68 |  |
| 04 | Limestone or sandstone quarried or mined or timber |  |  1.17 |  |
| 05 | Other Natural Resources |  |  1.56 |  |
| 06 | Manufacturing |  |  .00 |  |
| 07 | Retailers |  |  .30 |  |
| 08 | Wholesalers |  |  .12 |  |
| 09 | Savings & Loan Companies: Banking |  |  .78 |  |
| 10 | Electric Power Companies (sales & demand charges) domestic purposes & commercial lighting; Water Companies |  |  3.10 |  |
| 11 | Electric Power Companies (all other sales & demand charges); Natural Gas Companies |  |  2.33 |  |
| 12 | Contracting |  |  1.55 |  |
| 13 | Amusement |  |  .39 |  |
| 14 | Service |  |  .78 |  |
| 15 | Rents and royalties |  |  .78 |  |
|    | **TAX DUE** |  |
|  |  | **ADD PENALTY: The penalty shall be** **5% for the first month, or a fraction** **thereof, and 1% of the tax for each** **succeeding month** |  |  |
|  |  |  **TOTAL AMOUNT DUE  (Remittance to be attached)**  |  |

**I hereby certify that the above return is true and correct.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

**Print the contact name, phone #, and email of the person completing this form to avoid delays:**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**E-Mail**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DO NOT USE THIS SPACE (OFFICE USE ONLY)**

|  |
| --- |
| Date Received: |
| Amount Received: |

**If you have sold, closed, or are no longer working in the city limits of Oak Hill during this quarterly period covered, please provide the date below:**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sold/Closed Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quit work**

**New Owner Contact #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INSTRUCTIONS

**WHO IS REQUIRED TO FILE:** All persons who are engaged in business within THE CITY OF OAK HILL. You are required to file a return with this CITY even if you maintain no office, place of business or warehouse within the corporate limits, but do make sales or perform services, activities or contracting within said limits.

\*\*ALL BUSINESSES, PERSONS OR CONTRACTORS WHO USUALLY CONDUCT TAXABLE ACTIVITY WITHIN THE CITY OF OAK HILL, BUT HAVE DONE NO BUSINESS DURING THE REPORTING PERIOD MUST WRITE ON THEIR RETURN “NO BUSINESS CONDUCTED” AND FILE THE RETURN IN THE NORMAL MANNER OR LIENS WILL BE FILED AGAINST YOU. IF YOU ARE NO LONGER WORKING IN CITY \*\*CLOSE THE ACCOUNT\*\*

**WHEN THE RETURN IS DUE**: This return is due within one month from the end of the taxable quarter. \*\***Penalty will be applied against any return that is not filed on time. \*\***

GROSS INCOME: Gross Amount means all income received from business activities within the CITY without any deductions whatsoever. Some businesses are permitted to take the Federal and State exemptions. For more specific information with regard to income and exemptions, contact the office of the Recorder-Treasurer.

PAYMENT: Make your remittance payable to the CITY OF OAK HILL and mail to:

# CITY OF OAK HILL

 **P.O. BOX 1245**

**OAK HILL, WV 25901**

 **FAX 304-469-2801**

 **E-MAIL**

 **drichardson@oakhillwv.gov**

AUDITS: Your books and records may be subjected to a field examination by the City of Oak Hill.

HAVE YOU: (1) Completed all questions on the face of this return?

(2) Checked the accuracy of your name and address?

(3) Reviewed your return for mathematical accuracy?

 (4) Made your remittance payable to the CITY OF OAK HILL

 and does the amount thereon match the amount of tax due?