

Mail Correspondence
 And Tax Returns To:
 CITY CLERK
 CITY OF ROY
 PO BOX 700
 ROY, WA 98580

CITY OF ROY

BUSINESS AND OCCUPATION TAX REPORT

NAME _____
 ADDRESS _____
 CITY, STATE, ZIP _____

ROY BUSINESS LICENSE NO. _____
 PERIOD: _____
 DUE DATE: _____
 (Last day of month following end of monthly or quarterly period)

Remit payment before due date to avoid penalty. **REPORT MUST BE FILED EVEN WHEN NO TAX IS DUE**

GROSS RECEIPTS

Tax Classification Column 1	Gross Receipts Column 2	Deductions Column 3	Taxable Receipts Column 4	Tax Rate Column 5	Tax Due Column 6
Extractor, Manufacturing, Wholesale				.001	
Retail Sales, Printing, Services				.002	
Other Business				.002	

PENALTIES: If payment of tax due is not received by the due date, the following penalties shall apply:
 If not received by the due date, five (5) percent of the amount due (Minimum \$5.00)
 If not received by the last day of the month following the due date, fifteen (15) percent of the amount due (Minimum \$5.00)
 If not received by the last day of the second month following the due date, twenty-five (25) percent of the amount due (Minimum \$5.00)
 No penalty assessed shall be less than Five Dollars (\$5.00)

Total Column 6	
Less MATC	
Add Penalties	
Total Tax And Penalties Due (Remittance Attached)	

DEDUCTIONS:

OTHER DEDUCTIONS EXPLANATION

MINIMAL BUSINESS DEDUCTION (20,000/YR OR 5,000/QUARTER)		
BAD DEBTS		
CASH AND TRADE DISCOUNTS		
MOTOR VEHICLE FUEL SALES		
OTHER (gambling income, liquor sales, etc.) explain		
TOTAL Business Tax Deductions		

FILL IN THE FOLLOWING SPACES IF THERE HAS BEEN A SALE OR TRANSFER OF THE BUSINESS DURING THIS PERIOD

DATE BUSINESS DISCONTINUED _____

NAME OF NEW OWNER _____

EXPLAIN ANY CHANGES IN BUSINESS OR ADDED ACTIVITIES

THE UNDERSIGNED TAXPAYER DECLARES THAT HE HAS READ THE FOREGOING RETURN AND CERTIFIES IT TO BE CORRECT

DATED THIS _____ DAY OF _____ 20____

FIRM NAME _____

SIGNED BY _____

OFFICE OR TITLE _____

PHONE NUMBER _____

If additional space is needed, attach supplementary sheets of this size.

A REPORT MUST BE FILED. BE SURE TO COMPLETE AND SIGN THIS FORM.