



**MAIL CORRESPONDENCE TO:**  
 City of Bellevue Tax Office  
 PO Box 90012  
 Bellevue, WA 98009-9012  
[www.cityofbellevue.org/tax.asp](http://www.cityofbellevue.org/tax.asp)

**MAIL TAX RETURNS TO:**  
 LOCKBOX  
 PO BOX 34372  
 SEATTLE, WA 98124-1372

# CITY OF BELLEVUE BUSINESS & OCCUPATION TAX RETURN

*Please make checks payable to the City of Bellevue*

**SECTION I: Business Changes**

**Please note any changes in your business:**

- Business closed or sold. Please note date & new owner below
- Business moved. Please note new address below
- Address-Location \_\_\_ or Mailing \_\_\_ Please note new address below
- Phone - Please note new phone number below
- Entity Change (i.e. Incorporated) - Please note type of change below

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

Date Due	Reporting Period	Registration #

**SECTION II: Gross Receipts Tax** (Bellevue City Code 4.02 & 4.08)

Tax Classification Column 1	Gross Receipts Column 2	Deductions Column 3	Taxable Receipts Column 4	Tax Rate Column 5	Tax Due Column 6
1 Manufacturing				0.001496	
2 Wholesaling				0.001496	
3 Retailing				0.001496	
4 Printing				0.001496	
5 Construction				0.001496	
6 Service & Other				0.001496	
<b>Totals</b>					

**SECTION III: Deductions**-Describe the reasons and tax classifications for any deductions reported in Column 3, Section II above (qualified deductions detailed on the back of this tax return).

Line #	Description of Deduction	Amount

**SECTION IV: Square Footage Tax** (The Square Footage Tax is generally paid by administrative offices and businesses who take interstate and foreign sales deductions from their gross receipts - **see backside for example**).

Square Footage Column 1	Total Sq Feet Column 2	Non-Taxable Sq. Feet Column 3	Taxable Sq Feet Column 4	Tax Rate Column 5	Tax Due Column 6
8 Square Footage					

SQ. FOOTAGE RATE FOR 2003: Quarterly - .1834; Annual - .7336

If total taxable units (Column 4) are equal to or less than the following, then no tax is due:

	<u>Quarterly</u>	<u>Annual</u>
Gross Receipts	\$30,000	\$120,000
Square Footage	250 square feet	

**SECTION V:**

Total Due from Sections II & IV	
Penalty	
Interest	
Prior Balance	
<b>Total Due</b>	

The interest rate on delinquent returns for 2003 is: 5.00% annually

I hereby certify that the statements and information provided on this tax return are true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## CITY OF BELLEVUE BUSINESS & OCCUPATION TAX

Every person, firm, association or corporation doing business in the City, unless qualified for an exemption, is subject to the business & occupation tax and must file a tax return. The City of Bellevue assesses two business & occupation taxes: a gross receipts tax and a square footage tax. In general, a business will report in either the gross receipts or the square footage tax category. Occasionally, a business will report in both categories.

### GENERAL INSTRUCTIONS

Detailed instructions and descriptions of the various tax classifications and allowed deductions for certain business activities are provided in the City of Bellevue Tax Office "Guide to the City's Business & Occupation Tax" and in Chapter 4.08 of the Bellevue City Code. If you have any questions or would like to request a copy of the "Guide," please contact the Tax Office at (425) 452-6851 or view our website at [www.cityofbellevue.org/tax.asp](http://www.cityofbellevue.org/tax.asp).

- SECTION I:** Check any applicable box and provide specific details in the space provided.
- SECTION II:** If your business generates gross receipts, determine which business tax classification(s) relate to your business activity (Column 1). Businesses conducting several types of activities may report in more than one tax classification.
- a. **Column 2:** Enter your gross receipts on the appropriate tax classification line.
  - b. **Column 3:** Enter amounts of any deduction that you are entitled to for each tax classification. Some of the allowable deductions are: foreign and interstate retail and wholesale sales; cash discounts taken by customers; credit losses or bad debts, motor vehicle fuel sales, liquor sales, and gross receipts reported to another city.
  - c. **Column 4:** Subtract the values entered in Column 3 from those entered in Column 2, and enter the result.
  - d. **Column 6:** If the total amount in Column 4 is greater than the exemption level noted at the bottom of your return, 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. If the total amount in Column 4 is less than the exemption level enter "0" in Column 6.
  - e. **Total Tax Due:** Add the values entered in Column 6 and enter the results in the Section II Total Tax Due box.
- SECTION III:** Complete Section III: Deductions, by identifying the reasons for any deduction that you are entitled to and the tax classification to which they apply. Some of the allowable deductions are listed above in Section II(b).
- SECTION IV:** Complete Section IV if your business is located in Bellevue and generates no gross receipts, or if you reported under the wholesale or retail tax classification and took deductions for interstate or foreign sales. Refer to Bellevue City Code 4.08.110 to determine how much of your location is taxable.
- a. **Column 2:** Enter your total square footage of office space.
  - b. **Column 3:** Calculate Column 4 below, then subtract your taxable square feet from your total square feet to determine your deduction. Enter the result in Column 3 "Non-Taxable Square Feet."
  - c. **Column 4:** Businesses taking deductions for out-of-state sales owe square footage (SF) tax on the percentage of square feet that equals out-of-state sales. To calculate your **taxable** square footage.  
*Example:*  

<b>Total GR</b>	=	<b>\$500,000</b>	<b>Total SF = 1000 Ft.</b>
<b>Less Out-of-State Sales</b>	=	<b>(200,000)</b>	
<b>Taxable Gross Receipts</b>	=	<b>300,000</b>	
<b>Taxable Square Feet*</b>	=	<b>1000 x .40 = 400</b>	<b>(*200,000/500,000 = 40%)</b>
  - d. **Column 6:** If the amount in Column 4 is greater than the exemption level noted at the bottom of your return, multiply the tax rate listed in Column 5 by the taxable amount entered in Column 4. Enter the result in Column 6. If the amount in Column 4 is less than the exemption level enter "0" in Column 6.
- SECTION V:**
- a. Calculate and enter Total Due from Sections II (gross receipts tax) and IV (square footage tax) in the field provided.
  - b. If overdue, calculate the penalty on the amount reported in the Total Due from Sections II and IV field. Enter penalty amount in the field provided.  
**Penalties are calculated as follows:**  

<b>5 to 30 days overdue</b>	<b>10% (\$1.00 minimum)</b>
<b>31 to 60 days overdue</b>	<b>15% (\$2.00 minimum)</b>
<b>61 days &amp; over</b>	<b>20% (\$3.00 minimum)</b>
  - c. If overdue, calculate interest on the total tax and penalty due and enter the amount in the field provided.  
Interest: **All overdue balances (Tax + Penalty) are subject to an annual interest charge. The current rate is noted on the front of this return.**
  - d. Add Total Tax, Penalty, Interest and Prior Balance, and enter the result in the field provided. Please note: prior balances shown in brackets ( ) are credits and should be subtracted from the total due.
  - e. Sign and date your return.