



City of Bellevue Tax Division

Guide to the City's Business & Occupation Tax

January 1, 2024

This pamphlet provides a basic description of Bellevue's business and occupation (B&O) tax and focuses on the more typical types of businesses and business activities. The material is intended for general information purposes only. It is current at the time of publication, but future changes in the city code or state law may invalidate some of this information, and not all possible applications of tax are discussed.

Additional information and specifics relating to your business may be obtained in Chapters 4.03 and 4.09 of the Bellevue City Code or by contacting the city's Tax Division. Copies of the code can be found online at **Bellevue.Municipal.Codes/BCC**. The Tax Division can be reached at:

phone: 425-452-6851

email: tax@bellevuewa.gov

website: BellevueWA.gov/tax

B&O TAX PAYMENT PROCEDURES

To conduct business in Bellevue, businesses must register with the city and obtain a Bellevue business license if they meet any of the following criteria:

1. They have a physical location in the city, or
2. Their annual B&O taxable gross receipts in the city will exceed \$2,000 and they have physical nexus in the City, or
3. They are subject to other taxes administered by the city such as utility taxes.

You must still obtain all applicable regulatory licenses and permits. If a regulatory license is

HIGHLIGHTS OF THE CITY'S BUSINESS & OCCUPATION TAX

- All businesses registered to do business with the city, whether located in the city or located outside the city limits, must report to the city based upon their assigned reporting frequency even if no tax is due.
- All businesses are subject to the business and occupation (B&O) tax unless specifically exempted by Bellevue City Code.
- B&O tax is due for businesses with annual taxable receipts over \$205,000.
- Businesses with annual taxable receipts of \$205,000 or less (and taxable square footage of 250 square feet or less) will be placed on an annual status.
- Current B&O tax rates:
 - ▶ Gross receipts tax~ .1596% of gross receipts
 - ▶ Square footage tax~ \$0.313286 per square foot per quarter

required, you will need to remit an application with the appropriate addendums. A one-time \$113 general business license registration fee is required. Register and file on-line at **FileLocal-WA.gov**. A user and service fee will apply. B&O tax returns or portal filing reminders are sent to all taxpayers near the end of each reporting period. Returns must be completed and remitted with payment of

any taxes due by the due date. Penalties and interest are due if tax returns are not filed and taxes paid by the due date. Penalties and interest are charged as follows:

Penalties

1 day –1 month overdue	9% (\$5 min.)
over 1 month– 2 months	19% (\$5 min.)
over 2 months	29% (\$5 min.)

Annual interest rate for 2024 is 6%.

B&O TAX SCHEDULE

Quarterly multi-purpose tax return is due on the following schedule:

Quarter Ending	Payment Due
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

Helpful hints when submitting your tax return

- File on-line at FileLocal-WA.gov to bypass the next three bullet points. Fees may apply.
- Use the returns provided. Substitutions can cause errors.
- Use the pre-addressed envelope provided and add a return address.
- Make check or money order payable to City of Bellevue. Do not send cash.
- Email the Tax Division of registration changes such as address or status of ownership changes to: tax@bellevuewa.gov.

A tax return is due if a business is placed on a filing status even if below Bellevue’s tax exemption levels.

Taxpayers are required to keep records for the most recent five-year period. All books, records, invoices, receipts, etc. shall be open for examination at reasonable times by the city’s Tax Division or designated agent.

COMPONENTS OF THE CITY’S B&O TAX

There are two components of the business and occupation tax: gross receipts and square footage. These B&O taxes support general governmental services and the city’s Capital Investment Program.

Every person, firm, association, or corporation doing business in the city is subject to the business and occupation tax. Some exemptions are provided from the city’s B&O tax and will be discussed later in this pamphlet. In general, most businesses will report in the gross receipts business tax category. A number of businesses will report in the square footage tax category. A limited number of businesses will report in both categories.

GROSS RECEIPTS B&O TAX

The gross receipts B&O tax is primarily measured on gross proceeds of sales or gross income for the reporting period. For purposes of the gross receipts tax, businesses have been divided into several classifications which are discussed below. Businesses conducting multiple activities will report in more than one tax classification. The current gross receipts tax rate of .1596% applies to all gross receipts tax classifications. As an example, for each \$100,000 in gross receipts, \$159.60 tax is due.

Gross receipts tax classifications:

- **Manufacturing/Processing for Hire**
Manufacturing is the business of producing articles for sale from raw or prepared materials by giving these materials new forms or qualities, such as fabricating, processing, refining, mixing, packing, canning, etc. B&O tax is calculated on the value of products manufactured, determined by selling price. Processing for hire means the performance of labor and mechanical services upon materials or ingredients belonging to others so that as a result a new, different or useful product is produced for sale or commercial or industrial use. B&O tax is calculated on gross receipts.

■ **Extracting/Extracting for Hire**

Extracting is the taking of natural products, such as logging, mining, quarrying, etc. B&O tax is calculated on the value of products extracted, determined by selling price.

Extractor for hire means a person who performs under contract necessary labor or mechanical services for an extractor. B&O tax is calculated on gross receipts.

■ **Wholesaling**

Sellers of products to persons other than consumers are considered to be wholesalers. The B&O tax is calculated on the wholesale selling price.

■ **Retailing/Retail Service**

Businesses that sell products and specific services to consumers are defined as retailers. Taxable retail services include those generally performed on property, such as repair, but not personal or professional services, such as services performed by doctors, attorneys, or accountants. The B&O tax is calculated on gross receipts.

■ **Printing/Publishing**

Publishers of newspapers, magazines and periodicals are taxable under this classification, as well as persons who both print and publish books, music, circulars, etc. Printing includes letterpress, offset-lithography, and gravure processes as well as multigraph, mimeograph, autotyping, and similar activities. B&O tax is calculated on gross receipts. Firms engaging in photocopying documents should report under the Retailing classification.

■ **Services and Other Activities**

Businesses that provide personal and professional services, such as lawyers, doctors, financial institutions, real estate brokers, insurance brokers and solicitors, and accountants, are subject to the B&O tax under this classification. Also, any business that is not subject to another B&O tax classification must report under this “catch-

all” category. B&O tax is calculated on the gross receipts of the business.

Exemptions, deductions, and credit allowed for certain business activities:

The following section discusses a number of the most common exemptions from the gross receipts tax and deductions allowed for certain business activities or sources of income. This discussion is not intended to be all inclusive. If you have questions about specific exemptions or deductions, please contact the city’s Tax Division.

Deductions are to be included in the gross receipts amounts and then deducted when calculating the taxable amount on which the gross receipts tax rate applies. The most common exemptions and deductions are listed below.

Common Exemptions

- Taxable gross receipts equal to or less than \$205,000 annually. If you report quarterly or monthly under the period threshold, then you need to reconcile at year-end to the annual threshold.
- Manufacturing, selling or distributing motor vehicle fuel.
- Liquor, beer, and wine sales.
- Sale, lease, or rental of real estate. However, no exemption is allowed for license to use real estate or for amounts received as commissions.
- Insurance agents (brokers are subject to tax).
- Farm products or edibles raised, produced or manufactured within the State of Washington and sold by the farmer.
- Nonprofit organizations holding Federal IRS nonprofit status under 26 U.S.C. Section 501(c)(3), (4), or (7), except with respect to retail sales.
- Casual and isolated sales, such as an accountant selling his or her office furniture.
- Day care homes in residences.

Common Deductions

- Retail or wholesale sales delivered outside of Bellevue.
- Cash discounts taken by customers.
- Credit losses or bad debts sustained by sellers.

Credit

Multiple activities tax credit applies to persons who engage in business activities that are subject to tax under two or more tax classifications on the same revenues.

SQUARE FOOTAGE TAX

The square footage B&O tax was implemented to tax support space of offices whose business activities are not directly attributable to the generation of gross receipts to such activity. Generally, the tax applies to businesses that perform administrative activities or activities that support sales delivered to locations outside the city. Examples of administrative activities include, but are not limited to accounting, payroll, human resources, legal, and other activities that are of only indirect support to the activity subject to the gross receipts B&O tax.

If a business has both an administrative office and a sales office that generates gross receipts, they may need to report the gross receipts reportable to Bellevue and both square footage of the administrative office and the square footage of the sales office that supports sales delivered to locations outside the city. This is true whether personnel performing administrative activities share office space with those that generate gross receipts or sit in separate offices in the city. Examples of businesses that pay the tax include headquarter offices and businesses that make out-of-city sales.

The square footage B&O tax is reported under the Square Footage Tax Classification on the multi-purpose tax return and is

measured on the taxable floor area of office space computed to the nearest square foot. The current square footage B&O tax rate is \$0.313286 per taxable square foot per quarter. As an example, for each 1,000 square feet of taxable office space, \$313.29 tax is due each quarter. This rate is adjusted each January based on the change in the Consumer Price Index to reflect the effects of inflation or deflation on the local economy.

Exemptions and deductions:

- Offices with taxable square feet of 250 or less (Exemption).
- Offices which support business activity, all or a portion of which is taxed under one of the gross receipts tax classifications (Deduction). For example, a retailer who sells in Bellevue, as well as outside the city Limits, may deduct the percentage of office space which has been taxed under another classification as noted in the following example:

	Sales	% of Total Sales
In-city sales	\$600,000	60% taxed under Retailing
Out-of-city sales	\$400,000	40% deduction under Retailing
Total sales	\$1,000,000	100%

40% of office square footage is subject to the square footage tax.

If a business has both an administrative office and a sales location which generates revenue in Bellevue, they may need to report both the square footage of the administrative office and the gross receipts and/or square footage of the sales office.

OTHER TAXES AND LICENSES

There are several other taxes and regulatory licenses that are administered by the city which affect businesses in Bellevue. Following is a brief synopsis of the additional taxes and/or regulatory licenses that may apply to your business:

Utility Tax: This tax is similar to the gross receipts business and occupation tax except it is imposed on utility businesses. The business activities affected by this tax are telephone, cellular, gas, electric, water, sewerage, drainage, cable, and garbage. The rates range from 4.5% to 10.4%.

Admission Tax: This tax is levied upon persons who pay an admission charge for entrance to an event or establishment. It is collected for the city by the business charging the admission, similar to the sales tax. The admission tax is computed on the ticket price. The rate is 3.0%.

Gambling Tax: All persons who are licensed by the Washington State Gambling Commission and conduct gambling activities in the city are required to pay the gambling tax. Such activities include bingo games, raffles, amusement games, and punchboards & pulltabs. The rate ranges from 2.0% to 5.0%.

Regulatory Licenses: The following regulatory licenses are administered by the Tax Division and require annual renewal:

1. **Ambulance Operator:** Applies to businesses which provide ambulance services in Bellevue.
2. **Dance Hall Operator and Premise:** Applies to the operator and premise where a public dance is held for persons under twenty-one years of age where no food or liquor is served (\$100/375).
3. **Cabaret (music and dance):** Applies to any establishment which serves food or liquor and where music, singing, dancing, or similar entertainment is permitted (\$400).

4. **Adult Entertainment Cabaret:** Applies to any establishment open to the public where adult entertainment is provided. Managers and entertainers need an additional license (\$700/\$100).
5. **Pawnbroker/Dealer:** Applies to pawnbroker activities and those dealing in precious metals, stones or gems, jewelry, and bullion (\$100).
6. **Panoram:** Applies to establishments which charge for the display, viewing, or exhibition of adult films or video (\$200).
7. **Temporary Special Event:** Applies to the promoter of a special event where fifteen or more vendors are participating in the selling, bartering, exchanging, trading, or displaying of goods or services at an event open to the public (\$5 per day per vendor).

OTHER INFORMATION

All businesses should make every effort to be fully informed of their tax liability, since the final responsibility for proper tax reporting rests with the taxpayer. Failure to receive a tax form does not relieve taxpayers of their tax liability. Tax Forms are available on our website at BellevueWA.gov/taxforms.

QUESTIONS?

If you have any questions, please visit the Tax Division on our website at:

BellevueWA.gov/tax,
or **Email: tax@bellevuewa.gov**.

You may also **write** to the:
City of Bellevue Tax Division
P.O. Box 90012,
Bellevue, WA 98009-9012

or **visit** the Tax Division
Bellevue City Hall
450 110th Avenue NE

Phone: 425-452-6851
Fax: 425-452-6198



City of Bellevue Tax Division
Guide to the City's Business & Occupation Tax
January 1, 2024



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6800 (voice) or email tax@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.



City of Bellevue
Tax Division
P.O. Box 90012
Bellevue, WA 98009-9012

