

CITY OF BLACK DIAMOND UTILITY OCCUPATION TAX & FRANCHISE FEES

Every person, firm, association or corporation doing business in the City, provided in Chapter 5.08 of the City of Black Diamond Municipal Code, unless qualified for an exemption, is subject to the utility occupation tax or franchise fees, and must file a tax return.

GENERAL INSTRUCTIONS

Detailed instructions and descriptions of the various tax classifications and allowed deductions for certain business activities are provided in Chapter 5.08 of the City of Black Diamond Municipal Code. Please contact the Finance Department at **(360) 886-2560**, if you have any questions or would like to request a copy of the code.

- Column 1** **BUSINESS CLASSIFICATION** If your business generates gross receipts, determine which business tax classification(s) relate to your business activity. Businesses conducting several types of activities may report in more than one tax classification.
- Column 2** **GROSS RECEIPTS** Enter your gross receipts on the appropriate business classification line.
- Column 3** **DEDUCTIONS** Use the section on the lower part of the return to calculate deductions. Enter amounts of any deduction that you are entitled to for each tax classification. Some of the allowable deductions are: foreign and interstate sales; credit losses or bad debts; gross receipts reported to another city.
- Column 4** **TAXABLE AMOUNT** Subtract the values entered in Column 3 from those entered in Column 2, and enter the result.
- Column 5** **TAX RATE** If the total amount in Column 4 is greater than the exemption level noted in the deduction section, multiply the appropriate 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.
- Column 6** **TAX DUE** Enter the taxes due in Column 6 for each business classification and put total in the **Total Tax Due This Period** box. **IF NO TAX IS DUE, A RETURN STILL NEEDS TO BE FILED.**
- **CREDIT:** Enter all credits applicable to the return.
 - **INTEREST:** Refer to Chapter 5.08 of the Black Diamond Municipal Code, Section 5.08.070
 - **PENALTIES:** Calculate and enter Total Due from in the field provided. If overdue, calculate the penalty on the amount reported in the **Total Tax Due This Period** box from Column 6. Enter the penalty amount in the field provided.
 - **PREVIOUS BALANCE:** Enter any previous balances in the box provided.
 - **TOTAL TAX & PENALTY DUE:** Add the values entered in the boxes that apply; **Total Tax Due This Period, Credit, Interest, Penalty, and Previous Balance** and fill in the **Total Tax & Penalty Due** box.

SIGN AND DATE YOUR RETURN