

**Rev. JAN 2020      QUARTERLY BUSINESS AND OCCUPATION TAX RETURN**  
**RETAIL AND WHOLESALE**  
**CITY OF BUCKHANNON, 70 E MAIN ST. BUCKHANNON, WV 26201**

|     |   |              |
|-----|---|--------------|
| 1   | Gross RETAIL Revenue for Quarter of _____, 20____   | \$ _____     |
| 2   | Gross WHOLESALE Revenue for Quarter of _____, 20____  | \$ _____     |
| 3   | <b>Total Retail and Wholesale sales</b>   | \$ _____     |
|     | <b>Establish % of Retail &amp; Wholesale sales</b>  |              |
| 4   | <b>Retail sales divided by total R&amp;W sales (line 1 divided by line 3)</b>   | % _____      |
| 5   | <b>Wholesale sales divided by total R &amp; W sales (line 2 divided by line 3)</b>  | % _____      |
| 6   | Less 1/4 annual \$1 million exemption<br>i.e. \$250,000.00  | \$250,000.00 |
| 7   | Gross Revenue less prorated exemption   | \$ _____     |
|     | <b>Less Adjustments to Gross</b>  |              |
| 8   | Non-Retail/Non Wholesale Revenue included in line 1 & 2   | \$ _____     |
| 9   | Cash Discounts taken on sales   | \$ _____     |
| 10  | Proceeds of sales of goods, wares, or<br>merchandise returned by customers when the sales<br>price is refunded in cash or by credit   | \$ _____     |
| 11  | Amount allowed as "trade-in value" for any article<br>accepted as partial payment for any article sold  | \$ _____     |
| 11a | Excise tax imposed by the State of W. Va.<br>Pursuant to Title 110: Legislative Rules<br>of the W. Va. Dept. of Tax and Revenue;<br>Series 126, Municipal Business and Occupation<br>Tax of the State of West Virginia's Department<br>of Tax and Revenue, the following shall be<br>deducted or excluded from gross income:  | \$ _____     |
| 12  | a. Gasoline tax   | \$ _____     |
| 13  | b. Diesel fuel tax  | \$ _____     |
| 14  | c. Cigarette tax  | \$ _____     |
| 15  | d. beer barrel tax  | \$ _____     |
| 16  | e. soft drink tax   | \$ _____     |
| 17  | Certain excise taxes levied by the United States of America<br>which are taxes upon the consumer and which are held<br>in trust by the vendor as agent for the federal<br>government may be deducted from gross income in<br>deriving the adjusted gross income. These federal excise<br>taxes include federal excise tax paid on gasoline, diesel<br>fuel and certain lubricants, however, federal excise taxes<br>taxes upon alcohol and distilled spirits, tobaccos, cigars<br>cigarettes, matches, automobiles, tires, etc., are not deductible<br>or excludible from deductible or excludible from gross income<br>for municipal B & 0 tax purposes; | \$ _____     |
| 18  | That portion of gross income realized by fraternal<br>societies, organizations and associations organized and operated<br>for the exclusive benefit of their members and not for profit,<br>but provided, that the portion of gross income arising from the sale<br>of alcoholic beverages and food of such fraternal societies,<br>organizations and association licensed as private clubs under the<br>provisions of Chapter 60, Article 7, Section 1 et seq. of the West<br>Virginia Code, shall be subject to this B & 0 tax; and   | \$ _____     |
| 19  | Any other deductions, exclusions or adjustments now<br>specifically prescribed or as would be hereafter authorized and<br>required by the West Virginia Legislature or the West<br>Virginia Department of Tax and Revenue.  | \$ _____     |
| 20  | (Total of lines 8-19)   | \$ _____     |
| 21  | Reporting Gross Amount (line 20 less line 7)  | \$ _____     |
| 22  | <b>Retail sales equal line 21 x percentage rate on line 4</b>   | \$ _____     |

|    |  |          |
|----|--|----------|
| 23 | Wholesale sales equal line 21 x percentage rate on line 5      | \$ _____ |
| 24 | RETAIL - Multiply first \$625,000 of line 22 by .0020          | \$ _____ |
| 25 | RETAIL - All over \$625,000 of line 22 multiply by .0045       | \$ _____ |
| 26 | WHOLESALE - Multiply first \$625,000.00 of line 23 by .0010    | \$ _____ |
| 27 | WHOLESALE - All over \$625,000.00 of line 23 multiply by .0015 | \$ _____ |
| 28 | Net Amount of Tax (line 24 thru 27)                            | \$ _____ |
|    | ADD PENALTIES AT 5% FOR FIRST 30 DAYS DELINQUENCY              |          |
| 29 | PLUS 1% FOR EACH SUCCEEDING 30 DAYS                            | \$ _____ |
| 30 | TOTAL TAX AND INTEREST DUE (ADD LINE 28 AND LINE 29)           | \$ _____ |

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED  
 THIS RETURN, INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS  
 AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND  
 COMPLETE.**

FED ID # \_\_\_\_\_

\_\_\_\_\_  
**Business Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**(Date)**                      **(Phone No.)**

\_\_\_\_\_  
**(Signature of Qualified Officer) (Title)**