Instructions for Completing
the Business & Occupation Activities Return

♦ (Keep these instructions for future reference) ♦

▶ If this return does not include your reporting classification, please call the Telephone Information Center at 1-800-647-7706.

▶ Use black ink and return the original form.

Section I - State Business and Occupation (B&O) Tax, Lines 1-5

1. Locate the B&O Tax line for your business. Enter the gross income from your business activities under *Gross Amount*.
2. Calculate your total deductions.
   a) On page 3, Deduction Detail, locate the line number and activity that correspond to the line number of your B&O tax classification on page 1 of the tax return.
   b) Enter the amount of your deduction next to the appropriate deduction type.
   c) Enter the total amount of deductions in the *Total* box.
   d) Transfer the total deduction amount to the corresponding line on page 1.
3. On page 1, subtract the *Deductions* from the *Gross Amount*. Enter that number under *Taxable Amount*.
4. Multiply each taxable amount by the rate shown and enter the amount under *Tax Due*.
5. Add *Tax Due* amounts (lines 1-5) and enter the total on line 21.

Section II - State and Local Use Tax, Lines 6-12

State Use Tax/Deferred Sales Tax, Line 6

1. Under *Gross Amount,* enter the value of articles used or consumed in Washington State on which sales tax has not been paid.
2. Multiply the *Gross Amount* by the rate shown and enter the amount under *Tax Due*.

Local Use Tax/Deferred Sales Tax, Lines 7-9

1. Enter the location code and local rate for each location in which tax is due. If more than two locations, please report all information on the Local Sales Tax Addendum. To access the Addendum, visit our web site at http://dor.wa.gov.
2. Enter the taxable amount for each location code under *Value of Articles*.
3. Multiply the value of articles by the rate and enter the amount under *Tax Due City or County*.
4. Add the *Value of Article* amounts and enter the sum under *Total Value of Articles*.

Regional Transit Authority (RTA) Tax, Line 10

1. Enter the taxable amounts for articles used within the Regional Transit Authority.
2. Multiply the taxable amount by the rate shown and enter the amount under *Tax Due*.

Litter Tax, Line 11

1. Enter the taxable sales for litter tax under *Taxable Amount*.
2. Multiply the taxable amount by the rate shown and enter the amount under *Tax Due*.

Total Tax Due from Section II, Line 12

1. Add the amount from the *Tax Due* boxes (lines 6-11) and enter the sum on line 12. Transfer this total to page 1, line 21.

Section III - Credits, Lines 13-19

1. Identify qualifying credits and enter the figures under *Amount of Credit*. Please attach appropriate documents.
2. Add lines 13-18 and enter sum in *Total Credit* box, line 19. Transfer this total to page 1, line 24.

Section IV – Totals, Lines 20-27

1. On line 22, enter sum of all addendums.
2. Add lines 20-22, and enter subtotal on line 23.
3. Subtract line 24 from line 23, and enter subtotal on line 25.
4. Enter penalty amount if applicable on line 26.
5. Add line 25 to line 26 and enter amount on line 27. This is your total amount due.
6. Sign and date your return and mail to the Department.