

SCHEDULE A - RENTAL PROPERTY				
(Attach an additional sheet if necessary)				
PROPERTY ADDRESS	NO. OF UNITS	TENANT TYPE:		GROSS
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
TOTAL GROSS RENT				

SCHEDULE C - CONTRACTING BUSINESS			
(Attach an additional sheet if necessary)			
PROJECT NAME	LOCATION	CHECK IF JOB IS	GROSS
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
TOTAL GROSS INCOME THIS PERIOD			

INSTRUCTIONS

1. Determine your Business Classification(s) and corresponding rate(s) from the table on front of return
2. Determine your B&O total gross sales amount for each of the classifications and enter it in the appropriate
 - a. Gross sales is the total revenue received before any deductions or allowances.
 - b. Gross sales should not include Federal or State Excise and Sales Taxes.
3. Determine your taxes due by multiplying the gross sales amount by the rate multiplier. Example: \$10,000 in retail gross sales multiplied by the rate multiplier of .0025 (.25%) equals a B&O tax due of \$25.00.
4. To avoid delinquent notices and tax assessments, indicate on the return if no reportable activity (\$0.00
5. Sign the return.
6. If your name and/or address printed on the form is incorrect, please mark through the incorrect information and write the correct information
7. **DUE DATE:** All returns are due 30 days after the end of the applicable filing period.
QUARTER END DATES: March 31, June 30, September 30 and December 31.
8. If your return is received after the due date, you will be sent a letter for penalties and interest due.
9. Mail payments to: B&O Tax Return, Town of Ceredo, PO Box 691, Ceredo, WV 25507. Pay in person: 700 B Street, Ceredo, WV 25507
10. If you have any questions, please contact a Revenue Service Representative at (304)453-1041.

Our office is open Monday through Friday from 8:00am to 4pm, except holidays.