



**CITY OF MERCER ISLAND
FINANCE DEPARTMENT**

9611 SE 36th Street
Mercer Island, WA 98040
206-275-7783

QUARTERLY BUSINESS AND OCCUPATION TAX FORM AND INSTRUCTIONS

Quarter End	Date Due	Account #
Gross Revenue (Mercer Island Only)		
Less \$37,500 Quarterly Exemption		<\$37,500.00>
Other Exemptions and Deductions		
Net Taxable Revenue		
Rate		x 0.001
Tax Due This Period		
Penalty		
Amount Paid		

INSTRUCTIONS:

Returns must be filed even if no tax is due. Tax forms must be filed by due date to avoid penalties.

Penalty Schedule:

- 17-40 days delinquent: 10% penalty (Min \$1.00)
- 41-70 days delinquent: 15% penalty (Min \$2.00)
- 71 or more delinquent: 20% penalty (Min \$3.00)

No tax due if the quarterly gross revenue related to business activity on Mercer Island is equal to or less than \$37,500 per quarter.

Major Deductions Defined:

- **Bad Debt:** Those amounts previously reported and written off as bad debt. If later collected they must be reported in the gross amount again.
- **Cash Discount:** Amount of cash discount actually taken by the purchaser.
- **Other:** Please visit our City's Web site at www.mercergov.org/B&OTax for other major deduction definitions.

Detail of other Exemptions and Deductions:

Motor Vehicle Fuel Sales	
Liquor, Beer, Wine Sales	
Bad Debt	
Cash Discounts	
Other (Explain)	

The undersigned taxpayer declares that he/she has read the foregoing return and certifies it to be correct.

Signature

Date

Title