

## City of DuPont Business and Occupation Taxes Frequently Asked Questions

The following is a list of questions most frequently asked when filing your quarterly B&O tax return. If your question is not on this list, or you need further clarification, please feel free to give us a call at (253) 964-8121. We would be happy to hear from you.

1. **How am I notified when my B & O taxes are due?**

In attempt to reduce costs, we will no longer mail out B & O tax returns each quarter. It will be your responsibility to download future returns quarterly from our website at [www.ci.dupont.wa.us](http://www.ci.dupont.wa.us) Look under Finance Department, and click on "Business Information".

2. **When is the B & O tax return and payment due?**

Quarterly Filers: due by the last day of the month following the end of each quarter:

1<sup>st</sup> Quarter: (January-March) Due by April 30  
2<sup>nd</sup> Quarter: (April-June) Due by July 31  
3<sup>rd</sup> Quarter: (July –September) Due by October 31  
4<sup>th</sup> Quarter: (October – December) Due by January 31

Annual Filers (Only for Home Occupation Businesses located within the city limits of the City of DuPont or previously approved businesses): Due by the last day of January.

3. **Do I have to pay B&O on the sale or rental of homes?**

As a speculative builder, you do not have to pay B&O on the sale of new homes. However, if you have a sales office that sells other items (e.g. T-shirts, hats, etc.) or are paid commission to sell the homes, you are required to pay tax on these items. In either case, a return must still be filed.

As a real estate agent or broker, there is common confusion among brokers on this issue. State law states that you cannot be taxed on gross proceeds of real estate sales or rentals; however, you are taxed on business income, specifically on your commissions and any other business income. You may visit the City of DuPont website at [www.ci.dupont.wa.us](http://www.ci.dupont.wa.us) Look under City Clerk, and click on "Municipal Code" for further clarification.

4. **Are subcontractors subject to B&O taxes?**

Yes. Anyone doing business within the City must be licensed and are subject to the B&O tax. This includes subcontractors, independent contractors, entrepreneurs, etc. If you are an employee of a company, your company is subject to the B&O tax.

5. **I conduct business in many jurisdictions. Do I pay on my total receipts?**

No. You would pay tax on the receipts only for work completed within DuPont.

6. **Are wholesale receipts subject to taxes?** Yes.

7. **All I do is deliver supplies to a job site within DuPont. Do I have to pay tax on this amount?**

No. However, if you install or do any other work with regards to the delivery, it is reportable and taxable.

8. **My headquarters is not in DuPont. Am I still subject to your tax?**

Yes. Any work done within the City, regardless of the point of origin, is taxable.

9. **I report my taxes to the State. Do I need to file a separate return for DuPont?**

Yes. The State tax is a separate tax from the City's.

10. **I did no business in the City during the last quarter or there were no taxable receipts. Do I still have to file?**

Yes, you must file a return showing zero receipts. However, you may request in writing to become an annual filer. Once approved, you would only need to file once each year.

11. **I think my past returns are incorrect. What can I do?**

Give us a call. Everyone makes honest mistakes and we understand. We can work with you so that your future returns are correct.