

# Ready, Set, File!

## Seattle B&O Taxes

<b>Taxes</b>	Business & Occupation Tax (B&O Tax)	<b>Tax Form</b>	Seattle B&O Tax Form
<b>Method</b>	Online form (recommended) or paper*		
<b>Time Period</b>	Annually, Quarterly, or Monthly - most Self-Employed Folx are Annually		
<b>Threshold</b>	Pay taxes if your business grossed over \$100K - Inside of Seattle		
<b>Info Needed</b>	Gross Sales by category / inside of Seattle		
<b>Due</b>	April 30th - for Annual Filers	<b>Prep Time</b>	0.5 - 2 hours
<b>Portal</b>	FileLocal-wa.gov	<b>Filing Time</b>	2 - 10 minutes

**Background** *If we are doing business in Seattle, we need to pay B&O tax. (If we're retailing in Seattle, the city will also require charging and submitting sales tax, but it is collected via the WA State DOR.) It's a 2-part tax. "Business" - is a general tax, for all businesses. "Occupation" - the tax rate differs, depending on your field. It is based on business activity, so only Gross Sales are required for filing these taxes. Once you have your Seattle business license, you must always file your taxes, even if you don't owe any tax, or had no business activity.*

\*Paper Filing - call the city for help

## Ready

Be a great Boss

- Put the due date on your calendar
- Schedule some work time to get prepared
- Schedule time for the actual filing
- Optional - Line up a co-pilot or other help
- Optional - Make it fun! Create a nice vibe, special treats and/or rewards.

## Set

Get your numbers + log-in ready

- Collect all information related to Gross Sales  
*Could be: Gross Sales (Income) record you keep, reports from website or software, deposit record from bank account, other. Might be a combination of things*
- Fill in the numbers on the back of this sheet - that apply to your biz

## File

- 1** Login to FileLocal + Navigate to File Taxes page  
Choose "File Taxes" - from pop-up menu  
OR - Go to Top Navigation >> My Tax Forms >> File New Tax Form  
*NOTE - if this is not available on the drop-down menu, you will need to do a Tax Form Setup. Find in the "My Tax Forms" in the top Navigation. Or, call the city for help.*
- 2** Set up Tax Form  
For Select Filing Period - choose "December 202-" whichever year marks the end of last calendar year  
For Select Tax Form - choose "Seattle B&O Tax Form"  
*NOTE - if this is not available on the drop-down menu, you will need to do a Tax Form Setup. Find in the "My Tax Forms" in the top Navigation. Or, call the city.*
- 3** Fill out the online form to the best of your ability  
Input subtotals for each type of business category  
Special - for the Service Field - a little worksheet will open up, and keep expanding  
It will first ask you about - if you are a bank, have employees, or royalties  
Next, fill in these lines  
Line 1 - Total Worldwide Gross Receipts  
Line 7 - Total Gross Receipts inside of Seattle  
Line 8 - Repeat the number from line 1

**Need Help?**

Call city of Seattle - 206.684.8484

*Note - Do NOT call the FileLocal support listed at the bottom.*

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# Filing Taxes with Seattle for 202\_

## B & O Taxes

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

### FileLocal

Login

Password

Or \_\_\_ it's on my computer

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### Gross Sales Total

### Subtotals

Manufacturing / Extracting

Printing / Publishing

Wholesaling

Retail Sales and Services

*This is for B&O Taxes, not for submitting Sales Tax*

Services & Other

Royalties

Incl. Royalties

Inside Seattle\*

Outside Seattle\*

*\* Based on customer/client location*