



City of Oak Harbor Business and Occupation (B&O) Tax Request for Active Non-Reporting Status

This form may be used to request an active non-reporting status for B&O tax. Active non-reporting means you are actively conducting business in the city but do not need to file B&O tax returns. Refer to the additional information below.

Washington UBI Number	City of Oak Harbor Account Number	Legal Entity Name
<p>Select the option below that applies to your business activities in Oak Harbor.</p> <p><input type="checkbox"/> Nonresident business: The business does not own, lease, rent, or maintain a place of business within Oak Harbor and the annual gross receipts attributable to the city does not exceed \$1,000,000 if reporting quarterly or \$4,000,000 if reporting annually.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Oak Harbor business: The business owns, leases, rents, or maintains a place of business within Oak Harbor and the annual gross receipts of the business does not exceed \$1,000,000 if reporting quarterly or \$4,000,000 if reporting annually.</p>		
Name of Applicant or Representative		Job Title
Email		Phone

I hereby request that my City of Oak Harbor B&O tax account be placed on an active non-reporting status. I swear that the foregoing information is true and complete, to the best of my knowledge. I understand if the city approves my request and the taxable threshold is subsequently exceeded, I must pay the tax by the due date. I also understand I am responsible for verifying any future changes to the threshold.

Taxpayer Signature

Date

Print Name

Job Title

Send your completed request to taxandlicensing@oakharbor.org or deliver or mail to:

City of Oak Harbor, Finance Department
865 SE Barrington Dr, Oak Harbor, WA 98277

To determine the gross income of the business, activities that are exempt from B&O tax under Oak Harbor Municipal Code (OHMC) 3.98.090 should be excluded.

The city may take up to 30 days to respond to a request for active non-reporting status. Additional information may be requested to determine eligibility. If approved, the business must continue to maintain proper financial records which demonstrate the gross income and taxable amount. All books, records, invoices, receipts, etc. shall be open for examination at reasonable times upon request by the city or designated agent. If the taxable threshold is exceeded, it is the responsibility of the business to notify the city and file a tax return by the due date.