

INSTRUCTIONS: Quarterly filing

BUSINESS OCCUPATIONAL PRIVILEGE TAX

1. Enter the number of self-employed proprietors, partners, or managers. There is no minimum level of earnings required for self-employed proprietors, partners, or managers to be liable.

PLEASE NOTE: All businesses located in Sheridan or performing work in Sheridan, regardless of the length of duration, are required to pay the minimum \$3.00 Business Occupational Privilege Tax for each month even if there are no taxable employees.

2. Enter the number of employees for which the business is liable. Liable employees are those who worked all or part of their time in Sheridan and received gross compensation of at least \$500 for the month for services performed in Sheridan. Include all qualifying employees, even if some have another employer that is withholding this tax. The business is still liable for the business portion if the compensation was \$500 or more. In the case of corporations, for purposes of this tax, everyone, including all corporate officers, are considered employees.

EMPLOYEE OCCUPATIONAL PRIVILEGE TAX

3. Enter the number of employees liable for this tax. This line is for all employees who receive gross compensation of at least \$500 for the month for services performed in Sheridan. Corporations under the Business Occupational Privilege Tax Ordinance are considered

to only have employees, not owners. Therefore all corporate officers meeting the earnings requirement level in Sheridan, should be included here. If any employee has another employer who is withholding this tax, Form TD-269 must be furnished to the secondary employer verifying the preliminary employer is withholding the tax.

CALCULATION OF THE TAX

4. Take the totals from Line 1 and Line 2, add them together and enter that total, then multiply by \$3.00.

5. Take the total from Line 3, enter it, then multiply by \$3.00.

6. Total Tax: add Line 4 and Line 5

7. Late Filing Penalty. If filed after due date, enter 10% Line 6, or \$15.00, WHICHEVER IS GREATER.

8. Enter the interest owed. If filed after the due date, multiply Line 6 by 1% for each month that it is late. Any portion of a month counts as a whole month.

9. Credit: If you have an approved credit, enter that amount here. (documentation must be attached)

10. Add Line 6, Line 7, and Line 8; deduct Line 9 (if applicable). Enter the total. This is the amount owed. Make Checks payable to: City of Sheridan

**If the number of employees for which the business is liable (Line 2) differs from the number of employees from whom the tax is withheld (Line 3), or if no tax is due, you must provide an explanation **

Business License Account #	Period End	Due Date	Phone Number
Business Name	Address		

DUE ON THE LAST DAY OF

THE FOLLOWING MONTH

Signature: _____ Title: _____ Date: _____

A. BUSINESS OCCUPATIONAL PRIVILEGE TAX

1. Enter the number of self-employed individuals, owners, partners, or managers

	Month 1	Month 2	Month 3
(1)			
(2)			

B. EMPLOYEE OCCUPATIONAL PRIVILEGE TAX

3. Enter the number of Employees liable for this tax

(3)			
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4. Take the totals from Line 1 and Line 2, add them together and enter that total

(4)		multiply by \$3.00	
(5)		multiply by \$3.00	

6. Total Tax: Add Line 4 and Line 5

(6)		
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7. Late filing penalty. If filed after the due date, enter 10% of Line 6 or \$15.00, WHICHEVER IS GREATER

(7)		
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8. Enter interest owed. If filed after the due date, multiply Line 6 by 1% for each month that is late

(8)		
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9. Credit: If you have an approved credit, enter that amount here (attach documentation)

(9)		
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10. Total Due: Add Line 6, Line 7, Line 8; Deduct Line 9 (if applicable). Make checks payable to: The City of Sheridan

(10)		
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