

General Instructions

1. Determine your business classification(s).
2. Determine the gross income for each classification and enter it in the appropriate box.
3. Determine the tax amount due by multiplying the gross income by the tax multiplier.
(Example: \$10,000 in gross taxable income multiplied by a professional rate of 1% or 0.01 equals a tax due of \$100.)
4. Subtotal the amount of tax due. Add \$25 plus interest if filing late. Remit the total amount of tax due.
5. Sign and date the tax return.
6. For more information or help with determining classification or gross income, contact the tax auditor at 304-327-2401 ext. 2417.

Contractor Instructions

1. In addition to the general instructions above, please complete the following for each project for which you received payment during the filing period.
2. List the project name or location, the gross amount received (labor & materials) and the tax due. Then transfer the totals to the front of this form. Use additional paper if needed.

Project Name or Location	Amount Received	Tax Multiplier	Tax Due
		0.0175	
		0.0175	
		0.0175	
		0.0175	
Totals:			

Rental Property Instructions

1. In addition to the general instructions above, please complete the following for each rental property from which you received payment during the filing period.
2. List the property name or location, the gross amount received and the tax due. Then transfer the totals to the front. Use additional paper if needed.

Property Name or Location	Amount Received	Tax Multiplier	Tax Due
		0.01	
		0.01	
		0.01	
		0.01	
Totals:			

If your rental property has been sold or closed, please send written notification including date of sale or closure and if applicable, the name and address of the new owner.