

CITY OF PORTLAND BUSINESS LICENSE PROGRAM
MULTNOMAH COUNTY BUSINESS INCOME TAX PROGRAM

FORM EX-99 General Instructions

The City of Portland Bureau of Licenses administers both programs. Questions and correspondence should be addressed to: Bureau of Licenses, 1900 SW 4th Ave, Suite #3500, Portland, OR 97201-5350 (503)823-5157.

Due Date

The annual report of income is due on the 15th day of the fourth month after the close of the taxable year. For businesses whose tax year end is Dec 31, the return is due on April 15th. An extension will be granted if the Bureau receives the request and an estimated payment on or before the due date.

Extension

If you cannot complete the report prior to the due date, request an extension of time and make payment of the estimated fee and/or tax due. Payment of fees and taxes should be made in one check payable to the City of Portland. **PLEASE INDICATE THE AMOUNT TO BE APPLIED TO EACH PROGRAM.** If you do not indicate how to apply your payment, the Bureau will allocate it for you. However, the Bureau's allocation may not reflect your needs and may result in underpayment penalties. The extension granted may not exceed six months.

No further payment is due if you believe quarterly estimated payments are sufficient to cover current taxes and fees. However, you must file this form to request an extension by the due date in order to avoid delinquent account status and late filing penalties.

Name/Address Change

The Bureau should be notified of a name or address change when it occurs. Such changes may be included on this form. Please indicate if the change is for the mailing address or location address.

Out of Business

If activity within the City and/or County has ceased, please indicate which program (or both) is affected, the date and reason for the closure and a phone number where questions may be directed.

Exemption

Small businesses, whose gross receipts everywhere do not exceed \$25,000, are granted an exemption from both programs. For Multnomah County, a business whose gross receipts in 1999 are under \$25,000 is exempt. The City of Portland Business License Fee is construed to be a payment in advance of doing business merely based upon the preceding year income. Therefore, any business whose gross receipts everywhere are expected to be less than \$25,000 in 2000 will be granted exemption from paying a City of Portland Business License. If you have been previously licensed, and are now exempt, you must request this exemption prior to the due date of your return. You will be expected to submit copies of income taxes as proof of the exemption. If you have an exemption for the City of Portland Business License, you may be required to provide later proof, with copies of your 2000 tax return, supporting your 2000 exemption.

Forms

Quarterly estimated payments of fees and taxes are required of any business whose fee or tax individually exceeds \$1,000 annually. Quarterly payment coupons will be sent at the beginning of your fiscal year. Quarterly payments may be required for one or both programs.

An annual report for your specific entity type will be sent at the end of your fiscal year. If the entity type of the return you received is not correct, please contact the Bureau for the correct form. **If your entity changed mid-year, you should submit two short period reports reflecting income appropriate to each entity type.**