



FREQUENTLY ASKED QUESTIONS

BUSINESS & OCCUPATION TAXES

Q. Who is required to file and pay B&O taxes.

A. Unless otherwise exempt by City/State Code, all businesses holding a Bridgeport City license are required to file and pay Business & Occupation tax based on the nature of their business.

Class Code	Classifications	Rate
02	Retailers/Selling Property	0.4125%
03	Wholesalers	0.1238%
04	Electric Power Co (Sales/Demands)	4.0%
05	Electric Power Co (Sales/All Others)	3.0%
06	Natural Gas Co	3.0%
07	Contractors	2.0%
09	Amusement Business	0.4125%
10	Rental/Royal Fees	0.825%
11	Banking/Financial	0.825%
12	Service and all Other	0.825%
13	Aircraft Repair/Maintenance	0.10%

Retail/Selling of Property/Wholesalers – Required to report and pay on total gross income received during the period, which is not taxed by another municipality. Do not include sales tax when calculating income. Sales include those generated within City limits, as well as the sale of real estate by individuals “flipping houses”.

Construction – Required to report and pay only on total gross income received including labor and materials on property located within City limits regardless of the office location of the contractor. (See additional information listed with How do I calculate my Gross Income.) Handymen are taxed at the same rate as a contractor.

Rental/Royal Fees – Required to report and pay on total gross income received on property/royal received within City limits. No deductions are allowed for any expenses related to the rental. Income received on the rental is due even if the property owner does not reside in Bridgeport.

Service – Required to report and pay on total gross income received for Service work performed within City limits regardless of the office location of the business. If the business is located within City limits and the income is not taxable by another municipality, regardless of where the service is performed, this income is also required to be included with gross income for period.

If you require additional clarification, please contact our Tax Office at 304/842-8253 or 304/842-8230.

Q. How do I calculate my Gross Income?

A. Your gross income is the total amount received by your company during the period without any deductions. Retail Sales – is total gross income received less any applicable sales tax.

Construction projects:

General Contractors – pay 2% of the total amount received for the project including labor and materials. There is no deduction for any funds paid to subs hired on the project. Generals are required to withhold a minimum of 2% from the final payment of their subs until the subs have paid their respective taxes in full. Once the taxes are paid, a Final Release will be sent to the General. Generals will be held responsible for any taxes not paid by their subs. Generals are required to provide a list of all subs they plan on using on a project at the beginning and a revised one at the end, which includes all subs used as well as contract amount and total amount paid.

Sub-Contractors – pay 2% of the total amount received for the project including labor and materials.

Contractors need to list the address of the project on the back of the tax return in order to receive proper credit. Tax returns are compared to Building Permits issued. If you do not provide us with the address, we can only assume the taxes have not been paid.

Q. When are tax returns mailed and payment due?

A. Tax returns are typically mailed at the beginning of the last month of the quarter, March, June, September, and December. Payment is due within 30 days of the end of the quarter to avoid late fees.

Q. Will I receive a penalty for filing late?

A. If the post mark on the envelope is on or prior to the due date, we will not post a penalty to the account. Otherwise, the account will be penalized. We do not go by the date on the check or the date the tax return was signed.

Q. What is the penalty for late filing a tax return?

A. A 5% penalty is assessed on the account for the first 30 days with an additional 1% for each month thereafter.

Q. Do I need to file a tax return even if I had no income for the quarter?

A. Yes, we still need you to sign your tax return and mail it with \$0 noted as income. You also have the option of contacting our department and filing a zero-tax return over the phone.

Q. What are my options for filing a tax return?

A. You may either mail your tax return and payment or you can email the tax return and pay over the phone with a debit/credit card (service fee applies).

Q. What are payment options?

A. You may come into the office and pay with cash/check/credit card. You may pay over the phone with a debit/credit card. Or you may mail your payment with check. There is a \$1.50/minimum or 2.65% fee for using a card. We do not have an option for paying online at this time.

Q. What if I mail my tax return but didn't include payment?

A. When a tax return is received without a payment, we will contact you either by phone or email. If the payment is not received by due date, late fees will be added to the account until we receive the payment. Filing a tax return without a payment does not constitute filing on time.

Q. What happens if I fail to file my tax return?

A. We will make several attempts to contact the tax payor either by phone or email. If we do not receive a response, the account will be assessed at an additional 30% of either an average from previous tax returns or by gross income from a similar business. The assessment will be sent by certified mail. The business has 20 days from receipt to attest.

Q. How do I attest an assessment?

A. The business will need to provide documentation showing their actual gross income received during the period within 20 days of receiving the assessment. Otherwise, the assessment will be placed on the account and a tax lien will be filed with the Harrison County Clerk's office. Tax liens are not released until the balance is paid in full.

Q. How do I correct a tax return?

A. If you need to amend a tax return, you may contact us and we will email you a copy of the quarterly tax return, download a copy of blank tax return from website, or use a copy of the originally filed tax return. Mark the tax return as Amended in the upper right or left corner. Put the correct taxable income and calculate the tax due. Be sure to include documentation showing the original and corrected incomes and pay the amount due. If the amendment decreases your liability, we can either carry the credit to the next quarter or issue a refund check.

Contact Information

Becky Deem, Tax & License Manager
304/842-8253 rdeem@bridgeportwv.com

Tonya McKinney, Tax & License Clerk
304/842-8230 tmckinney@bridgeportwv.com