

1. When did the Poulsbo B&O tax program begin?

July 1, 2024. The tax forms are available beginning with the third quarter of 2024.

2. How do I create a business account and/or a tax preparer account?

On the FileLocal log in page, there is a Taxpayer Quick Start Guide and a Preparer Account Guide. Click on the link to create the account.

3. What is my Poulsbo account number?

It is the business UBI number with a dash, Business ID with a dash and Location ID, i.e., 000000000-000-0000. The UBI, Business ID and Location ID can be found through the Department of Revenue: <https://secure.dor.wa.gov/gteunauth/>

4. What are the Poulsbo tax rates, classifications and exemptions?

Poulsbo B&O tax rates, classifications and exemptions can be viewed at: <https://poulsbo.gov/b-and-o-tax/>

5. When do I file my Poulsbo B&O taxes?

Businesses who generate over \$125,000 in gross income annually, file quarterly. New businesses, who do not know how much gross income they will generate, file annually. Due dates can be found at: <https://poulsbo.gov/b-and-o-tax/>

6. Do I need to print my B&O tax filing after I make a payment?

If you'd like a hardcopy for your records, the filing must be printed. A tax payer is not able to return to FileLocal to print a tax filing from a past filing period.

7. What if I make a mistake after filing and paying my B&O tax in FileLocal?

FileLocal does not allow amendments to a filing after it has been completed. Contact the City of Poulsbo at (360) 394-9881, or send an email to: tax@poulsbo.gov to file an amendment.

8. What is Active Non-Reporting and how do I know if my business qualifies for Active Non-Reporting status?

Active Non-Reporting is a status where a business keeps their business license and endorsement active within the City of Poulsbo as long as they are doing business in Poulsbo, but they no longer need to file tax forms or make payments to the City. Businesses who have turned in 2 years of tax filings with under \$125,000 in gross income, are eligible for Active Non-Reporting status. A form can be found at: <https://poulsbo.gov/b-and-o-tax/>

9. Where do I apply for a City of Poulsbo business license?

City of Poulsbo business licenses must be processed through the State of Washington Business License System (BLS) at: <https://dor.wa.gov>