



**SCHEDULE A - RENTAL PROPERTY**  
(ATTACH ADDITIONAL SHEET, IF NECESSARY).

PROPERTY ADDRESS	# OF UNITS	GROSS RENT COLLECTED	UTILITIES AND TRASH PAID BY OWNER	GROSS RENT LESS UTILITIES
<b>TOTAL GROSS RENT LESS UTILITIES</b>				<b>\$</b>

CARRY TOTAL TO GROSS TAXABLE INCOME LINE F ON FRONT OF RETURN

**SCHEDULE C - CONTRACTING BUSINESS**  
(ATTACH ADDITIONAL SHEET, IF NECESSARY).

PROJECT NAME ( ADDRESS OR JOBSITE)	CHECK IF JOB IS COMPLETED	GROSS INCOME
<b>TOTAL GROSS INCOME THIS PERIOD</b>		<b>\$</b>

CARRY TOTAL TO GROSS TAXABLE INCOME LINE D ON FRONT OF RETURN

**INSTRUCTIONS**

- "Business" as used in the ordinance setting up this tax structure includes all activities engaged in or caused to be engaged in with object of gain of economic benefit, either direct or indirect.
- Total gross income means the **gross receipts** of the taxpayer received as compensation for personal services or derived from trade, business, commerce, or sales, **without any deductions** for the cost of property sold, cost of materials used, labor costs, taxes, royalties, interest and discounts paid, or sums paid to independent contractors, subcontractors, or persons furnishing services or property used, or any other expenses whatsoever.
- Gross income **should not include** Federal or State excise and sales taxes imposed on the consumer and held in trust as an agent of the imposing government; City amusement tax imposed on the purchaser of amusements and to be remitted to the City; identified and documented bad debts originally reported as " gross income" and upon which tax has been previously paid.
- Credit: Only one credit per taxpayer**, regardless of how many lines of business involved. The credit allowed shall be that which applies to the type of business that generates the highest gross taxable income.
- FILING PERIODS:** Tax returns for rental income from real property may be filed annually for the year ending **December 31**. All other tax returns must be filed quarterly, for the three month periods ending **March 31, June 30, September 30, and December 31** unless permission has been granted by the Finance Department for filing otherwise.
- DUE DATES:** All returns are due **30 days** after the end of the applicable filing period.
- If no reportable activity occurred during the filing period, please indicate this on the return and return by the due date. ( This will avoid unnecessary delinquent notices.)

**For inquiries or assistance: (304)284-7488.**