

## INSTRUCTIONS

**WHO IS REQUIRED TO FILE:** All persons who are engaged in business within THE CITY OF MOUNT HOPE. You are required to file a return with this CITY even if you maintain no office, place of business or warehouse within the corporate limits, but do make sales or perform services, activities or contracting within said limits.

**\*\*ALL BUSINESSES, PERSONS OR CONTRACTORS WHO USUSALLY CONDUCT TAXABLE ACTIVITY WITHIN THE CITY OF MOUNT HOPE BUT HAVE DONE NO BUSINESS DURING THE REPORTING PERIOD MUST WRITE ON THEIR RETURN “NO BUSINESS CONDUCTED” AND FILE THE RETURN IN THE NORMAL MANNER OR LIENS WILL BE FILED AGAINST YOU.\*\***

**WHEN THE RETURN IS DUE:** This return is due within one month from the end of the taxable quarter. **Penalty will be applied against any return that is not filed on time.**

**GROSS INCOME:** Gross Amount means all income received from business activities within the CITY without any deductions whosoever.

**PAYMENT:** Make your remittance payable to the CITY OF MOUNT HOPE and mail to:

**CITY OF MOUNT HOPE  
TREASURER  
PO BOX 151  
MOUNT HOPE, WV 25880-0151**

**AUDITS:** Your books and records may be subjected to a field examination by the City of Mount Hope.

- HAVE YOU:**
- (1) Completed all questions on the face of this return?
  - (2) Checked the accuracy of your name and address?
  - (3) Reviewed your return for mathematical accuracy?
  - (4) Made your remittance payable to the CITY OF MOUNT HOPE and does the amount thereon match the amount of tax due?