



**CITY OF CHARLESTON, WV
UTILITY EXCISE TAX RETURN
915 Quarrier Street, Suite 4
Charleston, WV 25301
Phone: (304) 348-8024 Fax: (304) 347-1810**

Utility Name: _____

For the Month Ending: _____

1. Gross Utility Receipts: _____

2. Less (Exemptions):**** _____

3. Taxable Receipts: _____
(Line 1 minus Line 2)

4. Total Tax Remitted: _____
(Line 3 times 2%)

Instructions:

Please complete the above information in its entirety and return the form with your accompanying check made payable to the City of Charleston to the address above.

****Please attach list of transactions including the purchaser's name(s), and amount(s) that were not billed the Utility Excise Tax during the reporting month.

Missing or incomplete information will result in your return being returned to you.

If you have any questions regarding the Utility Excise Tax or if you need assistance in completing your return, please contact our office at (304) 348-8024.

For Office Use Only