ANNUAL EXEMPTION REQUEST FORM

FORM AER
REV 8/6/2013

CITY OF PORTLAND BUSINESS LICENSE TAX & MULTNOMAH COUNTY BUSINESS INCOME TAX

Mail or FAX completed form and tax pages to:
City of Portland Revenue Bureau
111 SW COLUMBIA, SUITE 600, PORTLAND OR 97201
Office: 503-823-5157 ~ FAX: 503-823-5189 ~ Web: www.portlandoregon.gov/biztax

BUSINESS TAX ACCOUNT #	SSN OR FEIN #	TAX YEAR ENDING	
NAME		EMAIL ADDRESS	
MAILING ADDRESS ☐ *Check if this is an address change*	CITY	STATE/PROV	ZIP/POSTAL CODE

☐ **This is my final year in business** *(please also submit the Out of Business notification form)*

IMPORTANT: Your exemption will not be approved without the required supporting tax pages.

1. Exemptions are based on all business income everywhere, not just in the City of Portland and Multnomah County.
2. Check the reason for your exemption claim below and fill in the applicable lines.
3. Attach your supporting tax pages in order for your exemption to be verified and processed.

*** Please Note: Other supporting tax pages may be requested.*

☐ **Gross Receipts: Business gross income (before expenses) is less than $50,000 from all sources and locations**

Sole Proprietor:
If your IRS 1040 Filing status is Married Filing Jointly, you must include all schedules for both spouses.

Attach IRS Form 1040, page 1 *(Form 1040 only has net income numbers – not gross numbers)*			
Attach IRS Form 1040 Schedule C	See Instructions	$_____	(mark Ø if not filed)
Attach Any Additional Schedule C(s)	See Instructions	$_____	(mark Ø if not filed)
Attach IRS Form 1040 Schedule D	See instructions	$_____	(mark Ø if not filed)
Attach IRS Form 1040 Schedule E	See Instructions	$_____	(mark Ø if not filed)
Attach IRS Form 6252 & Schedule B *(interest from installment sales)*		$_____	(mark Ø if not filed)
Attach IRS Form 4797 *(Sale of Business Property – if filed)*			
	TOTAL	**$_____**	**(must be less than $50,000)**

Partnership:

Attach IRS Form 1065 *(pages 1 – 5)*	See Instructions	$_____	(mark Ø if blank)
Attach IRS Form 8825	See Instructions	$_____	(mark Ø if not filed)
	TOTAL	**$_____**	**(must be less than $50,000)**

Corporation:

Attach IRS Form 1120 *(pages 1 - 5)*	See Instructions	$_____	**(must be less than $50,000)**

S-Corporation:

Attach IRS Form 1120 S *(pages 1- 4)*	See Instructions	$_____	(mark Ø if blank)
Attach IRS Form 8825	See Instructions	$_____	(mark Ø if not filed)
	TOTAL	**$_____**	**(must be less than $50,000)**

☐ **Residential Rental: Attach IRS Form 1040 (page 1), and all Schedule E Pages**
Less than 10 residential rentals for an individual is exempt for Multnomah County Business Income Tax **ONLY** beginning 1/01/2012. Any other business activity, including the sale of residential rental property, voids this exemption.

Commercial rental activity or combined commercial and residential rental activity is not exempt.

☐ **Other:** (see Business License Law 7.02.400 "EXEMPTIONS") Please describe: _____

Due Date: Form and the supporting tax pages are due on the 15th day of the 4th month following the tax year end (April 15 for calendar year taxfilers). You may request a six-month extension by filing the City/County extension request form.

I declare that the information on this form is true, and that I am authorized to act as a representative of the filer.

Printed Name: _____ **Date:** _____

Signature: _____ **Telephone:** _____

Annual Exemption Request Instructions

The following numbers are taken from your IRS tax return. If you did not file the form or report income on a line that is requested in a line item below, please enter $0 and proceed to the next line.

Sole Proprietor:

Schedule C: Enter the sum of the positive numbers reported on lines 3 and 6 of the primary Schedule C. Include gross receipts from Schedule F if the taxpayer does not qualify for the "farming" exemption.

Additional Schedule C: Enter the sum of the positive numbers reported on lines 3 and 6 of all other Schedule Cs included on the Form 1040.

Schedule E: Enter the sum of the positive numbers reported on lines 23a and 23b of Schedule E.

Schedule D: Enter the sum of the positive numbers reported on lines 4 and 11 of the Schedule D, and capital gains.

Form 6252: Enter line 26.

Schedule B: Enter interest from installment sales.

Partnerships:

1065: Enter the sum of the positive numbers reported on lines 1c, 4, 6, and 7 from page 1 of the Form 1065. Include gross receipts from farming operations (if the net income appears on line 5 of the 1065) if the taxpayer does not qualify for the "farming" exemption per City of Portland Business License Law §7.02.400 (H). Add the sum of the positive numbers reported on lines 3 and 5-11 of the Schedule K.

8825: Enter the sum of the positive numbers reported on line 18a of Form 8825.

Corporations:

1120: Enter the sum of the positive numbers reported on lines 1c and 4-10 from page 1 of the Form 1120.

S-Corporations:

1120S: Enter the sum of the positive numbers reported on lines 1c, 4, and 5 from page 1 of the Form 1120S. Add sum of the positive numbers reported on lines 3c-10 of the Schedule K.

8825: Enter the sum of the positive numbers reported on line 18a of the Form 8825.

IMPORTANT: The list of the components of total gross income amounts on this form includes the vast majority of gross income components under the City/County laws but it is not necessarily all-inclusive. If there are items of gross income that are includable under the City/County laws and not included on this form, they should be included and explained on an attached statement. The line number references on this form are based on the 2012 federal forms. For tax years other than 2012, please be aware that there may be line number differences.