Q-2013
Instructions

2013 COMBINED QUARTERLY ESTIMATED VOUCHER FORM
CITY OF PORTLAND BUSINESS LICENSE TAX
MULTNOMAH COUNTY BUSINESS INCOME TAX

FORM Q-2013 General Instructions

Who must file. Taxpayers who expect to incur a liability of $1,000 or greater for either jurisdiction for the current tax year, are required to estimate for each jurisdiction the tax liability for the current tax year and make quarterly payments (on both or either jurisdiction where liable).

When payments are due. Payments are due quarterly on or before the 15th day of the 4th, 6th, 9th and 12th months of your tax year. If the due date falls on a Saturday Sunday or legal holiday, payment is due the next regular workday. (Calendar year filer due dates: April 15th, June 17th, September 16th and December 16th.)

Method of payment. Send each estimated payment with the completed quarterly voucher to:

City of Portland
Revenue Bureau
111 SW Columbia Street, Suite #600
Portland, OR 97201-5840

If you wish to make payments online, please go to www.portlandonline.com/licenses and click on link to "File or Pay Online". You may set up your personal account for various interactive transactions through this link.

All quarterly payments received will be applied as received on the date of the postmark. For underpayment computations, payments will be first applied to the initial quarterly due date. Overpayments will be carried forward to the quarterly installment(s) next due.

Interest on underpayment of estimated payments. Interest is due when the payments received on or before the due date(s) are less than the amount due.
Use Form QU-2012 (for the tax year 2012 or QU-2011 for the tax year 2011) to calculate your underpayment amount and interest due).

The interest rate is 0.8333% simple interest per month or fraction thereof (10 percent per annum).

Exceptions to underpayment charges. Interest is not due for underpayment of estimated tax for these exceptions:

- The tax liability of the prior tax year was less than $1,000; or
- Each payment is made by the due date; and
- Each payment is equal to at least 22.5% of the tax liability for the current tax year; or
- Each payment is equal to at least 25% of the last tax year's liability.

How to use Vouchers:

1. Identify the correct voucher for the current quarter. Fiscal year filers need to enter beginning and ending dates for the 2013 tax year.
2. Enter the business account number assigned by the Revenue Bureau. The number can be found as a part of your mailing address or by contacting the Revenue Bureau.
3. Enter the business's Federal identification or social security number.
4. Enter the amount of the estimated tax payment you are making for each program (City and County). If your business activity is only in one jurisdiction, or your tax liability is greater than $1,000 for only one jurisdiction, you need to make estimated payments for that jurisdiction only.
5. If you do not indicate how much to apply to each jurisdiction, the Bureau will allocate the dollars. The Bureau's allocation may not meet your needs and may result in an underpayment that may be assessed interest. **BE SURE TO INDICATE HOW TO APPLY YOUR PAYMENT TO EACH PROGRAM.**
6. Enter the business name and address. If your address has changed, please forward a separate cover letter with the information or complete an "Account Update Form" available from our website.
7. Make your check or money order payable to the City of Portland. Send the payment with the completed quarterly voucher to the Revenue Bureau.
8. Questions may be directed to the City of Portland Revenue Bureau at (503) 823-5157.