FORM SP-2021

COMBINED TAX RETURN FOR INDIVIDUALS
MULTNOMAH COUNTY BUSINESS INCOME TAX
CITY OF PORTLAND BUSINESS LICENSE TAX

2021 CALENDAR YEAR | DUE DATE: APRIL 18, 2022
File online at Pro.Portland.gov

TAX YEAR
From: 1/1/2021 to 12/31/2021

OFFICIAL USE ONLY

ACCOUNT # BZT-	SOCIAL SECURITY NUMBER	NAICS
NAME		

MAILING ADDRESS ☐ Check if changed	CITY	STATE/PROV	ZIP CODE

☐ INITIAL RETURN *(attach registration)* ☐ FINAL RETURN *(attach explanation)* ☐ AMENDED RETURN ☐ EXTENSION FILED

PART I - GROSS INCOME

1. Multnomah County gross income	1	
2. Total gross income from all Schedules B, C, D, E, and F in all locations	2	
3. Multnomah County apportionment percentage (line 1 ÷ line 2) (Cannot be more than 1.0)	3	
4. City of Portland gross income	4	
5. Total gross income reported on line 2 (if different see instructions)	5	
6. City of Portland apportionment percentage (line 4 ÷ line 5) (Cannot be more than 1.0)	6	

Annual Exemption Request: (see instructions)

☐ Multnomah County Reason: _____

☐ City of Portland Reason: _____

PART II - NET INCOME

Attach Federal Form 1040 and Schedules.

7. Net income or (loss) from Federal Schedule C **(Attach all Schedule Cs)**	7	
8. Net income or (loss) from Federal Schedule F **(Attach all Schedule Fs)**	8	
9. Deductible SE tax and Oregon modifications (see instructions)	9	
10. Net income or (loss) from Federal Schedule B and Schedule D **(Attach Schedule B and D)**	10	
11. Net income or (loss) from Federal Schedule E **(Attach all Schedule Es)**	11	
12. Taxes based on or measured by net income add-back	12	
13. Adjusted net income (sum of line 7 through line 12)	13	

PART III - MULTNOMAH COUNTY BUSINESS INCOME TAX

14. Multnomah County modifications (see instructions)	14	
15. Multnomah County net business income (sum of line 13 and line 14)	15	
16. Owner's compensation deduction (Number of owners: ☐ 1 ☐ 2) (see instructions)	16	( )
17. Multnomah County subject net income (sum of line 15 and line 16)	17	
18. Multnomah County apportioned net income (line 17 x line 3)	18	
19. Net operating loss deduction (max 75% of line 18)	19	( )
20. Income subject to tax (sum of line 18 and line 19)	20	
21. Multnomah County Business Income tax (line 20 x tax rate of 2%) **MINIMUM $100**	21	

PART IV - CITY OF PORTLAND BUSINESS LICENSE TAX

22. City of Portland modifications (see instructions)	22	
23. City of Portland net business income (sum of line 13 and line 22)	23	
24. Owner's compensation deduction (see instructions)	24	( )
25. City of Portland subject net income (sum of line 23 and line 24)	25	
26. City of Portland apportioned net income (line 25 x line 6)	26	
27. Net operating loss deduction (max 75% of line 26)	27	( )
28. Income subject to tax (sum of line 26 and line 27)	28	
29. City of Portland Business License tax (line 28 x tax rate of 2.6%) **MINIMUM $100**	29	
30. Heavy Vehicle Use tax (HVT) (see HVT Schedule)	30	
31. Residential Rental Registration fee (attach City Schedule R)	31	
32. Total of City of Portland taxes and fees (sum of line 29 through line 31)	32	

PART V - TAX DUE / REFUND

33. Total business taxes and fees (sum of line 21 and line 32)	33	
34. Late payment or late filing penalty	34	
35. Underpayment penalty	35	
36. Interest	36	
37. Quarterly estimated payments and other prepayments	37	( )
38. If the sum of lines 33-37 is negative, this is the amount you overpaid	38	( )
39. Please enter the amount from line 38 you want:		
a. Refunded to you (for direct deposit of your refund, file your tax return online at Pro.Portland.gov)	39a	
b. Applied to tax year 2022	39b	
40. If the sum of lines 33-37 is positive, this is the amount you owe	40	

PART VI - SIGNATURE

The undersigned declares that the information given on this report is true. The undersigned is authorized to act as a representative of the filer. Filers of incomplete returns may be subject to civil penalties of up to $500.

Signature of Taxfiler _____ *Date* _____

Taxfiler Email _____ *Taxfiler Phone Number* ( )_____

Signature of Preparer _____ *Date* _____

Preparer's Name _____ *Preparer Phone Number* ( )_____

Mail completed tax return (with supporting tax pages and payment, if applicable) to:

Revenue Division

111 SW Columbia St. Suite 600

Portland, OR 97201-5840

Phone (503) 823-5157 | FAX (503) 823-5192 | TDD (503) 823-6868

SP-2021 GENERAL INFORMATION (SOLE PROPRIETORS)

IMPORTANT REMINDERS

File and Pay Online and Manage your Business Tax Accounts at Pro.Portland.Gov. The Revenue Division's taxpayer portal can be used to manage your business tax accounts. Portland Revenue Online (PRO) allows you to:

- Register your business
- Update your business account information
- File a Combined Tax Return
- Make payments
- Upload supporting tax pages and documents
- View correspondence mailed to you
- Provide Third-Party Access to your preparer

For more information and to create your account, please visit Pro.Portland.gov.

Filing Deadline. The filing deadline for this return is Monday, April 18, 2022. Since the SP-2021 relies on information reported on the federal and/or Oregon tax return, the due date for the SP-2021 will be changed when there is a change to the federal or State of Oregon due dates.

Extensions. The Revenue Division does not generally allow an extension of time to pay the tax, even if the IRS allows an extension. The tax balance is due on the original return due date. The submission of an extension payment by the original return due date provides an automatic six-month filing extension. If there is not a tax balance due but you would like to file an extension, your federal or State of Oregon extension will serve as your Combined Business Tax extension and a separate extension will not need to be submitted. When filing your return on the extended due date, check the "Extension Filed" box on the return. If no extension payment was made, please attach a copy of your federal or State of Oregon extension with your return.

If you have filed a federal or state extension and receive a non-filer letter from us, please submit proof of your timely filed federal or state extension to us.

Federal Tax Pages. Be sure to include the following federal tax pages (and statements) and Portland schedules with your SP-2021 Combined Tax Return, even if claiming an exemption from the business taxes:

- Federal Form 1040 (pages 1 and 2)
- Federal Schedule 1
- Schedule C and statements (if filed)
  If more than one Schedule C, include all of them
- Schedule E and statements (if filed)
  If more than one Schedule E, include all of them
- Schedule F and statements (if filed)
  If more than one Schedule F, include all of them
- Schedule D and statements (if filed, including Form 4797, Form 6252, Form 8824, and Form 8949)
  If more than one Schedule D, include all of them
- Schedule B and statements (if filed, and related to your business)
  If more than one Schedule B, include all of them
- Schedule OR-ASC or OR-ASC-NP (if claiming Oregon modifications)
- HVT Schedule, if required (Portland form)
- Schedule R, if required (Portland form)

WHAT'S NEW?

Increase to Owner's Compensation Deduction. For tax years beginning on or after January 1, 2021, the maximum Owner's Compensation Deduction has been increased to $136,000, per owner, for the City of Portland Business License Tax.

For tax years beginning on or after January 1, 2021, the maximum Owner's Compensation Deduction has been increased to $134,000, per owner, for the Multnomah County Business Income Tax.

AMENDED RETURNS

The Revenue Division does not have a separate form for amended tax returns. To amend your Combined Tax Return, use the form for the tax year being amended and check the "Amended" box. If the address for the year you're amending has changed, use your current mailing address and check the "Mailing Address Change" box.

Fill in all amounts on your amended return, even if they are the same as originally filed. If you are amending to make a change to additions, subtractions, or credits, include detail of all items and amounts as well as any carryovers.

If you change taxable income by filing an original or amended federal or Oregon income tax return, you must file an amended Combined Tax Return within 60 days of when the original or amended federal or Oregon income tax return is filed. Include a copy of your original or amended federal or Oregon income tax return with your amended Combined Tax Return and explain the adjustments made.

Do not amend your Combined Tax Return if you amend the federal return to carry a net operating loss back to prior years. The Revenue Division only allows tax entities to carry net operating losses forward. Additionally, net

operating losses for the City of Portland Business License Tax and/or Multnomah County Business Income Tax are only generated from the Combined Tax Return, not from your IRS or Oregon income tax return.

On the prepayments line of your amended Combined Tax Return, enter the net tax for each jurisdiction as reflected on the original return or as previously adjusted. Do not include any penalty or interest portions of payments already made.

APPORTIONMENT

For each jurisdiction, gross income includes all business income including, but not limited to, gross receipts, service income, interest, dividends, income from contractual agreements, gross rents, and gains on sale of business property.

With a few exceptions, income earned in Portland is also earned in Multnomah County. Income may be apportioned only if there is regular business activity outside Portland and/or Multnomah County. Services performed outside Portland and/or Multnomah County may be apportioned based upon the percentage of performance outside the applicable jurisdiction. Sales of tangible personal property may be apportioned only if a business has payroll or property outside the jurisdictions.

EXEMPT BUSINESSES

If your business is exempt from the City of Portland Business License Tax, as allowed under Portland City Code (PCC) 7.02.400 or the Multnomah County Business Income Tax, as allowed under Multnomah County Code (MCC) 12.400, you are still required to file a Combined Tax Return by the due date of your return. Failure to do so may result in a Presumptive Fee bill and your account will remain in non-compliance status until the required documentation is received.

To qualify for the Multnomah County residential rental exemption, your business activity must **only** be renting nine or fewer residential rental units. If you have any other business activity, rent or lease anything other than residential rental units, or have 10 or more units anywhere, you do not qualify for this exemption.

This exemption is from the business taxes only. Any other tax, surcharge, or fee may fall under separate exemption criteria, for which your business may still be liable.

GROSS RECEIPTS EXEMPTION

Note: The following amounts are taken from the federal income tax return.

To claim a gross receipts exemption from the City of Portland Business License Tax and/or the Multnomah County Business Income Tax, the total gross receipts from all business activity must be under:

- $50,000 for the City of Portland Business License Tax exemption, and
- $100,000 for the Multnomah County Business Income Tax exemption.

To calculate the total gross receipts from all business activity, add the following lines together:

- **Schedule C**. Enter the sum of the positive numbers reported on lines 3 and 6 of the primary Schedule C.
- **Additional Schedule C.** Enter the sum of the positive numbers reported on lines 3 and 6 of all other Schedule Cs included on Form 1040.
- **Schedule F.** Enter the gross receipts from Schedule F if the taxfiler does not qualify for the farming exemption under Portland City Code 7.02.400 (H).
- **Schedule D.** Enter the sum of the positive numbers reported on lines 4 and 11 of the Schedule D and any other business capital gains.
- **Schedule E.** Enter the sum of the positive numbers reported on lines 23a and 23b of the Schedule E. If there are any residential rental properties in the City of Portland, make sure to complete and submit a **Schedule R** (with payment) with your exemption request.
- **Form 6252 and Schedule B.** Enter the sum of the number reported on line 26 of Form 6252 and any interest from installment sale income from business property reported on Schedule B.

If your total gross receipts from all business activity are $50,000 or more, you do not qualify for the gross receipts exemption for the City of Portland Business License Tax.

If your total gross receipts from all business activity are $100,000 or more, you do not qualify for the gross receipts exemption for the Multnomah County Business Income Tax.

OTHER EXEMPTIONS

If you are claiming an exemption other than the gross receipts exemption, you must attach a statement that explains which exemption you are claiming and provide support for that exemption (See Exemption Codes in Appendix).

PENALTY CALCULATION

You may be subject to penalties for underpaying your estimated tax, filing a late Combined Tax Return, and/or

paying your business tax liability after the original due date of the return.

Although the Revenue Division assesses a late penalty for both failing to file a Combined Tax Return by the due date and failing to pay the tax by the original due date of the return, only one of these late penalties will be applied, even if there is a failure of both requirements. In these cases, only the late filing penalty is applied.

UNDERPAYMENT PENALTY

You may subject to a penalty for underpaying your estimated tax if, by the original due date of the return, timely prepayments are not made which are either:

- At least 90% of the total tax due on line 21 (Multnomah County) and line 32 (City of Portland), or
- 100% of the prior year's tax for each jurisdiction.

If you did not satisfy either requirement, you will be charged a 5% underpayment penalty on the unpaid amount, but not less than $5 per jurisdiction.

LATE FILING PENALTY

If you do not file your Combined Tax Return by the original due date, file an extension with the Revenue Division by the original due date, or include a copy of your federal or state extension with your Combined Tax Return when you file by the extended due date, the following late filing penalties will apply:

- 5% of the amount of the total tax liability if the failure to file is for a period less than four months.
- An additional penalty of 20% of the total tax liability must be added if the Combined Tax Return is four months or more past due.
- An additional penalty of 100% of the total tax liability of all tax years for any Combined Tax Return which is delinquent for three or more consecutive years.

No late filing penalty is due if a timely extension is filed with the Revenue Division and a Combined Tax Return is filed by the extended due date, or a copy of the federal or state extension is included with the Combined Tax Return and the 'Extension Filed' box is checked.

LATE PAYMENT PENALTY

Your 2021 business tax must be paid by April 18, 2022, even if you requested an extension to file your Combined Tax Return. If you do not pay your tax by the original due date, the following late payment penalties will apply:

- 5% of the amount of the tax that was not paid by the original due date.
- An additional penalty of 20% of the unpaid tax must be added if the failure to pay is for a period of four months or more.
- An additional penalty of 100% of the unpaid tax liability of all tax years if the failure to pay is for three or more consecutive years.

INTEREST CALCULATION

LATE PAYMENT INTEREST

Interest is calculated at 10% per annum (.00833 multiplied by the number of months). Calculate your interest from the original due date to the 15th day of the month following the date of the payment.

QUARTERLY UNDERPAYMENT INTEREST

Quarterly underpayment interest will be due if estimated payments were required and were underpaid. Calculate your quarterly underpayment interest at a rate of 10% per annum from the due date of each quarterly estimated payment to the original due date of the tax return to which the estimated payments apply.

The amount of underpayment is determined by comparing the 90% of the current total tax liability amount to quarterly estimated payments made prior to the original due date of the tax return.

There is no interest on underpayment of quarterly estimated payments if:

- The total tax liability of the prior tax year was less than $1,000 for the jurisdiction;
- An amount equal to at least 90% of the total tax liability for the current tax year was paid in accordance with PCC 7.02.530 and/or MCC 12.530; or
- An amount equal to at least 100% of the prior year's total tax liability was paid in accordance with PCC 7.02.530 and/or MCC 12.530.

COMBINED TAX RETURN FILING INSTRUCTIONS

Rounding. Round cents to whole dollars on your return and schedules. To round, drop amounts under 50 cents and increase amounts from 50 to 99 cents to the next

dollar. For example, $1.39 becomes $1 and $2.50 becomes $3. If two or more amounts must be added to figure the amount to enter on a line, include cents when adding the amounts and round off only the total.

GENERAL RETURN INFORMATION

Tax Year. Enter the beginning and ending dates for your tax year. For calendar year filers, this would be 1/1/2021 to 12/31/2021.

Account #. Enter your BZT account number (ten digits). This information can be found on letters the Revenue Division has mailed to you related to your business tax account. If you cannot find your account number, call the Revenue Division at (503) 823-5157.

Social Security #. Enter the Social Security Number (SSN) or Individual Tax Identification Number (ITIN) of the primary person on the account.

NAICS. Enter the NAICS (North American Industry Classification System) code for your business. You will generally find this code in Section B of your Federal Schedule C.

If you are a residential lessor limited to Federal Schedules E and D, enter a business code of 531110. Commercial lessors should enter a business code of 531120.

Name. Enter the legal name of the sole proprietor. Do not enter the assumed business name (DBA) listed in section C of your Federal Schedule C.

Mailing Address. Always enter your current mailing address. If the address for the year you are filing has changed from last year, check the box indicating the change.

Initial Return Box. Check this box if this is your first return you are filing with us. Attach the Business Tax Registration Form, if not mailed to us previously.

Final Return Box. Check this box if you no longer conduct business in the City of Portland and/or Multnomah County and this is the final return you are filing with us. Attach an *Out of Business Notification Form* or an explanation for your final return. If you have sold your business, indicate the name and address of the entity you sold your business to.

Amended Return Box. Check this box if you are amending your 2021 tax return. See the Amended Return instructions above for more information about amending your Combined Tax Return.

Extension Filed Box. Check this box if you filed an extension to file your federal or state income taxes. Attach a copy of your federal or State of Oregon extension to your tax return.

PART I – GROSS INCOME

Line 1. Multnomah County gross income. Multnomah County gross income includes income from all business activity within Multnomah County (see Apportionment instructions above).

Line 2. Total gross income from all Schedules B, C, D, E, and F in all locations. Total gross income includes income from all business activity everywhere, as reported on your federal Form 1040.

Line 3. Multnomah County apportionment percentage. Line 1 divided by line 2. Round to 6 decimal places. This line cannot be more than 1.0.

Line 4. City of Portland gross income. Portland gross income includes income from all business activity within the City of Portland (see Apportionment instructions above).

Line 5. Total gross income from all Schedules B, C, D, E, and F in all locations Total gross income includes income from all business activity everywhere, as reported on your federal Form 1040. Generally, this should be the same amount reported on line 2, but there are certain situations where this amount may be different. For example, real estate brokers that are exempt from the City of Portland Business License Tax would not include that income for apportionment purposes.

Line 6. City of Portland apportionment percentage. Line 4 divided by line 5. Round to 6 decimal places. This line cannot be more than 1.0.

Exempt – Multnomah County. Check this box if you are claiming an exemption from the Multnomah County Business Income Tax and select a reason for the exemption. If your reason for being exempt is other than for gross receipts, attach a statement explaining which exemption you are claiming and provide support for that exemption (See Exemption Codes in Appendix).

Exempt – City of Portland. Check this box if you are claiming an exemption from the City of Portland Business License Tax and select a reason for the exemption. If your reason for being exempt is other than for gross receipts, attach a statement explaining which exemption you are claiming and provide support for that exemption (See Exemption Codes in Appendix).

NOTE: If you have claimed an exemption from the Multnomah County and the City of Portland business taxes, you generally don't need to fill out the following parts of the return:

- Part II – Net Income
- Part III – Multnomah County Business Income Tax (if claiming an exemption from Multnomah County Business Income Tax)
- Part IV – City of Portland Business License Tax (If claiming an exemption from the City of Portland Business License Tax)

However, even if you are exempt from the City of Portland Business License Tax, you are still liable for any Heavy Vehicle Use Tax or Residential Rental Registration fees that may be due. If you are subject to either tax/fee, please complete lines 30 (Heavy Vehicle Use Tax) and/or 31 (Residential Rental Registration Fee) and attach the required schedule(s) with your Combined Tax Return. Be sure to include any payment due for these taxes/fees, or you will be subject to late payment penalties and interest on the unpaid balance.

If you have made estimated prepayments and would like them refunded to you or credited to the next tax year, fill out the prepayment section(s) of the return to tell us how you would like your overpayment applied in Part V – Tax Due / Refund.

PART II – NET INCOME

Line 7. Net income or (loss) from federal Schedule C. Enter the net income or loss from all Schedule C businesses reported on your Schedule 1 line 3 of your federal Form 1040. Attach all Schedule Cs (and statements, if applicable) filed with the IRS.

Line 8. Net income or (loss) from federal Schedule F. Enter the net income or loss from all Schedule F businesses reported on your Schedule 1 line 6 of your federal Form 1040. Attach all Schedule Fs (and statements, if applicable) filed with the IRS.

Line 9. Deductible SE tax and Oregon modifications. Subtract deductible self-employment tax, qualified retirement plan payments, and heath care premium deductions (sum of Form 1040, Schedule 1, lines 15, 16, and 17). Enter any Oregon modifications (Oregon additions or subtractions reported on Oregon Schedule OR-ASC or OR-ASC-NP) that are directly related to your business activity.

Do not include any amounts that relate to self-employment income from a pass-through interest in a partnership or S corporation. These deductions are not allowed as they are not associated with the sole proprietorship business activities.

Line 10. Net income or (loss) from federal Schedule B and Schedule D. Enter the gains and losses from sales of business assets (reported on Schedule D, Form 4797, and Form 6252), interest earned on installment contracts (reported on Schedule B), and other business income (from non-compete contracts, director fees, etc.). Attach all Schedules (with statements) filed with the IRS, as well as Form 4797, Form 6252, Form 8824, and Form 8949 if filed.

Line 11. Net income or (loss) from federal Schedule E. Enter the total net income or loss from Schedule E, line 26 as reported on your federal Form 1040. Attach all Schedule E's (and statements, if applicable) filed with the IRS.

Do not include items that pass-through on federal Form K-1s from partnerships or S corporations.

Line 12. Taxes based on or measured by net income add-back. Add back City of Portland Business License Tax, Multnomah County Business Income Tax, and other taxes based on or measured by net income that have been deducted to arrive at the net income reported on lines 7, 8, 10, and 11.

Line 13. Adjusted net income. Sum of lines 7 through 12.

PART III - MULTNOMAH COUNTY BUSINESS INCOME TAX

Line 14. Multnomah County modifications. Enter any modifications to Multnomah County's adjusted net income here. This would generally apply only in rare circumstances.

Line 15. Multnomah County net business income. Sum of line 13 and line 14.

Line 16. Owner's compensation deduction. A deduction of up to 75% of the net business income reported on line 15 is allowed, but it cannot exceed $134,000 per owner for Multnomah County.

You are allowed only one owner's compensation allowance deduction on a jointly filed return, unless:

- Both spouses have their own business,
- Both spouses materially participate in a joint business, or
- Any rental property is jointly owned by both spouses.

No deduction is allowed if line 15 is a loss.

Line 17. Multnomah County subject net income. Sum of line 15 and line 16.

Line 18. Multnomah County apportioned net income. Line 17 times multiplied by line 3.

Line 19. Net operating loss deduction. Enter your net operating loss (NOL) from previous years as a negative number here. NOLs are allowed only if reported on prior Combined Tax Returns. This deduction cannot be greater than 75% of line 18. Any unused NOL may only be carried forward for five tax years.

Line 20. Income subject to tax. Sum of line 18 and line 19.

Line 21. Multnomah County Business Income Tax. Line 20 multiplied by the tax rate of 2%. The minimum amount of tax owed is $100.

PART IV - CITY OF PORTLAND BUSINESS LICENSE TAX

Line 22. City of Portland modifications. Enter any modifications to City of Portland's adjusted net income here. The most common adjustment is a deduction for real estate broker income reported on line 7.

Line 23. City of Portland net business income. Sum of line 13 and line 22.

Line 24. Owner's compensation deduction. A deduction of up to 75% of the net business income reported on line 23 is allowed, but it cannot exceed $136,000 per owner for the City of Portland.

You are allowed only one owner's compensation allowance deduction on a jointly filed return, unless:

- Both spouses have their own business,
- Both spouses materially participate in a joint business, or
- Any rental property is jointly owned by both spouses.

No deduction is allowed if line 23 is a loss.

Line 25. City of Portland subject net income. Sum of line 23 and line 24.

Line 26. City of Portland apportioned net income. Line 25 times multiplied by line 6.

Line 27. Net operating loss deduction. Enter your NOL from previous years as a negative number here. NOLs are allowed only if reported on prior Combined Tax Returns. This deduction cannot be greater than 75% of line 26. Any unused NOL may only be carried forward for five tax years.

Line 28. Income subject to tax. Sum of line 26 and 27.

Line 29. City of Portland Business License Tax. Line 28 multiplied by the tax rate of 2.6%. The minimum amount of tax owed is $100.

Line 30. Heavy Vehicle Use Tax (HVT). If you are subject to Portland's Heavy Vehicle Use Tax, enter the amount from line 4 of the HVT Schedule here.

Line 31. Residential Rental Registration Fee. If you are subject to Portland's Residential Registration Fee, enter the amount due from the Schedule R here.

Line 32. Total of City of Portland taxes and fees. Sum of line 29, 30, and 31.

PART V - TAX DUE / REFUND

Line 33. Total business taxes and fees. Sum of line 21 and 32.

Line 34. Late payment or late filing penalty. Enter the amount of any late payment of taxes or late filing penalty owed.

Line 35. Underpayment penalty. Enter the amount of any underpayment penalty owed.

Line 36. Interest. Enter any quarterly underpayment interest and/or interest due on taxes not paid by their due dates.

Line 37. Quarterly estimated payments and other prepayments. Enter the total amount of prepayments as a negative number here. This includes all quarterly estimated payments, extension payments, and any credits carried forward from prior years.

Line 38. Overpayment. If the sum of lines 33 through 37 is negative, this is the amount you have overpaid. If you have an overpayment, you may choose to have the balance:

- Refunded to you, or
- Credited forward to the next tax year.

If no election is made, any overpayment will be refunded to you.

Line 39a. Refund. Enter the amount of the overpayment you would like refunded to you on this line. If you would like direct deposit, please file your Combined Tax Return online at Pro.Portland.gov.

Line 39b. Credit carryforward. Enter the amount of the overpayment you would like to apply as an estimated payment for tax year 2022 on this line. This election is irrevocable.

Line 40 Combined amount due with report. If the sum of lines 33 through 37 is positive, a balance is due.

Make your check payable to 'City of Portland' and submit with your Combined Business Tax Return.

APPENDIX

EXEMPTION CODES

If you are claiming an exemption from the City of Portland Business License Tax and/or Multnomah County Business Income Tax, please use one of the following Exemption Codes listed below:

Code	Explanation
1	No business activity in jurisdiction
2	Gross business income from all sources less than $100,000 **(Multnomah County Only)**
3	Gross business income from all sources less than $50,000 **(City of Portland Only)**
4	Only business is the operation of less than 10 residential rentals **(Multnomah County Only)**
5	Real estate brokers **(City of Portland Only)**
6	Insurance agent
7	PL 86-272
8	Non-profit under ORS 317.080
9	Trusts exempt from Federal income tax under IRC § 501
10	Farm/Ag only (HVT still possible)
99	Other (explanation required, please attach)