

Poca Town Hall
P.O. Box 586
Poca, WV 25159

To: Companies and individuals doing business within the Town of Poca

Date: May 10th, 2025

From: The Town of Poca

Regarding: Business License and B&O Taxes

The Business and Occupation Tax for the last Quarter of the fiscal year of 2025-2026 is due as soon after June 30th, 2025, as possible. You will also need to apply for a new Business License. Attached you will find a B&O Tax form (make copies for each quarter) and an application for your new business license. Below is a check list of what to do and must turn in forms.

1. Business License applications are due by July 1st of 2025.
2. Contractors need to send a copy of the State Contractor License as well as a Certificate of Insurance.
3. Make copies of blank B&O Tax forms for your use for all four quarters.
4. Fill in the name of business on all forms (Especially B&O Tax form)
5. B&O Tax forms are due as follows:
 - 1st quarter: July 1st through September 30th - due by October 30th
 - 2nd quarter: October 1st through December 31st - due by January 30th
 - 3rd quarter: January 1st through March 31st - due April 30th
 - 4th quarter: April 1st through June 30th - due as soon as possible (June 30th)(Town of Poca's fiscal year starts July 1st so therefore dates are different)

*If you are late for B&O Taxes, the late fee is 5% for the first month and 1% for each month. **No exceptions**

*If you are behind on your B&O Taxes you will not be issued a new Business License.

(The Town will have Lawyer contact you on past amounts due)

You can go to our website, townofpoca.com and find applications and forms under resources. We also have a link to pay online at WVGoPay.com. Go under Town of Poca and click on the appropriate item you would like to pay for. As for invoice # just enter the date. If you do pay online, you must still email applications and forms in to townofpoca@outlook.com for us to process your application and forms.

If you have any questions, please feel free to contact us at 304-755-5482. Our office hours are Monday thru Friday, 8:00 AM to 4:00 PM

Thank you for your cooperation.

Jolita Raine, Recorder
William Jones, Mayor
And Town Council