Poca Town Hall

P.O. Box 586

Poca, WV 25159

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

Date: May 10th, 2024

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 2022-2023 is due as soon after June 30th, 2023, as possible. The Town closes out the books on the fiscal year when all taxes are in. You will also need to apply for a new Business License. Attached you will find a B&O Tax form 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 2023.
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 name of business on all forms (Especially B&O Tax form)
5. B&O Tax forms are due as follow:

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 June 1st so therefore dates are different)

\*If you are past the due date on B&O Taxes the discount does not apply.

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

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

If you have any questions, please feel free to contact us at 304-755-5482. Out 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