

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

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

Date: May 10<sup>th</sup>, 2026

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 30<sup>th</sup>, 2026, 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 1<sup>st</sup> of 2026.
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:
  - 1<sup>st</sup> quarter: July 1<sup>st</sup> through September 30<sup>th</sup> – due by October 30<sup>th</sup>
  - 2<sup>nd</sup> quarter: October 1<sup>st</sup> through December 31<sup>st</sup> – due by January 30<sup>th</sup>
  - 3<sup>rd</sup> quarter: January 1<sup>st</sup> through March 31<sup>st</sup> – due April 30<sup>th</sup>
  - 4<sup>th</sup> quarter: April 1<sup>st</sup> through June 30<sup>th</sup> – due as soon as possible (June 30<sup>th</sup>)  
(Town of Poca's fiscal year starts July 1<sup>st</sup> 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](http://townofpoca.com) and find applications and forms under resources. We also have a link to pay online at [WVGoPay.com](http://WVGoPay.com). Go under Town of Poca and click on the appropriate item you would like to pay for. As for invoice # just enter quarter ending date. **If you do pay online, you must still email applications and forms in to [townofpoca@outlook.com](mailto:townofpoca@outlook.com)** for us to process your application and forms.

If you need to verify that your business or work you have done is within the Town of Poca's limits, you can go to [Putnamcountywv.gov/assessor](http://Putnamcountywv.gov/assessor) and click on Putnam County Parcel viewer. Anything highlighted in grey area is in the Town's jurisdiction.

**All retailers need to send in a list of their suppliers and addresses.**

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. Jo Raine is in office Monday – Wednesday.

Thank you for your cooperation.

Jolita Raine, Recorder  
William Jones, Mayor  
And Town Council