

DEPARTMENT OF
REVENUE AND TAXATION
GOVERNMENT OF GUAM

QUARTERLY GROSS RECEIPTS AND USE TAX RETURN

FORM **BRQ**

(Revised Dec. 2003)

NAME OF LICENSEE	QUARTER ENDING YEAR: _____ <input type="checkbox"/> MAR <input type="checkbox"/> JUN <input type="checkbox"/> SEP <input type="checkbox"/> DEC	<input type="checkbox"/> ORIGINAL RETURN <input type="checkbox"/> AMENDED RETURN
DOING BUSINESS AS	TYPE OF FIRM <input type="checkbox"/> SOLEPROP. <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION	
ADDRESS	EIN/SSN	ACCOUNT NO.
	METHOD OF REPORTING <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL <input type="checkbox"/> OTHER _____	TELEPHONE NO.

Election under 11 GCA Section 26201(c). [If the election is applicable only to specific activities, please attach a list of these activities]

SCHEDULES	BUSINESS ACTIVITY OR KIND OF TAX	(A) GROSS RECEIPT VALUE	(B) EXEMPTION OR DEDUCTION	(C) TAXABLE AMOUNT VALUE	(D) TAX RATES	(E) TAX DUE
(1) GROSS RECEIPTS TAX	1. WHOLESALING				6%	
	2. RETAILING				6%	
	3. SERVICE				6%	
	4. RENTAL REAL PROP.				6%	
	5. RENTAL OTHERS				6%	
	6. PROFESSION				6%	
	7. COMMISSION				6%	
	8. INSURANCE PREMIUM				6%	
	9. CONTRACTING (LOCAL)				6%	
	10. CONTRACTING (US)				6%	
	11. INTEREST				6%	
	12. AMUSEMENT				6%	
	13. OTHERS				6%	
	14. GRT SUB-TOTALS				6%	
(2) USE TAX	15. IMPORTATION				6%	
	16. LOCAL PURCHASES				6%	
	17. INVENTORY USED				6%	
(3)	18. TOTALS					

<p>Under the penalties of perjury, I declare that I have examined this return, including the accompanying schedule and statements, and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than taxpayer, his declaration is based on all information of which he has any knowledge.</p>		19. TAX DUE	
		20. PENALTY	
		21. INTEREST	
		22. DEPOSIT, CREDIT OR ADJ.	
		23. BALANCE TAX DUE OR (OVERPAYMENT) Sum of 19, 20, 21, Less 22	
SIGNATURE (TAXPAYER OR AUTHORIZED AGENT)	DATE	24. AMOUNT TO BE REFUNDED	
		25. AMOUNT TO BE APPLIED TO NEXT MONTHLY DEPOSIT(S)	

SUMMARY OF MONTHLY GROSS RECEIPTS AND USE TAX

[Use Supplementary Sheets When Necessary]

KIND OF TAX		MONTH	GROSS RECEIPTS VALUE	EXEMPTION OR DEDUCTION (See *GRT)	TAXABLE AMT. VALUE	TAX RATE	DEPOSIT AMOUNT	DEPOSIT DATE
GROSS RECEIPTS TAX	1ST/MO							
	2ND/MO				6%			
	3RD/MO				6%			
	TOTAL GRT							
USE TAX	1ST/MO				6%			
	2ND/MO				6%			
	3RD/MO				6%			
	TOTAL USE TAX							

*GRT Prior exemptions allowed or allowable under subsection (k)(9), (28), (29), (30), (31) and (32) of 11 GCA §26203 (k) for the tax year. Prior exemptions plus current exemptions on this return shall not exceed \$35,000.

*UST Prior exemptions allowed or allowable under subsection 28106(e) of Chapter 28, Title II, GCA for the tax year. One Thousand Dollars (\$1,000) per month not to exceed Five Thousand Dollars (\$5,000) in the aggregate per any given calendar year.

SCHEDULE OF DEDUCTIONS CLAIMED [Use Supplementary Sheets When Necessary]

BASIS FOR EXEMPTION	AMOUNT	BASIS FOR EXEMPTION	AMOUNT

SCHEDULE OF DEDUCTIONS CLAIMED FOR CONTRACTORS [Exemptions allowed under Public Law No. 26-149]

Name of Contractor	Contractor License #	Amount	Name of Contractor	Contractor License #	Amount

IMPORTANT INFORMATION AND INSTRUCTIONS

1. **WHO MUST FILE AND WHEN.** This form covers gross receipts and use taxes. Every person who engages in business and other activities in Guam, or who purchases or imports into Guam tangible personal property for his use or consumption, is required to file quarterly Gross Receipts and Use Tax Returns, Form BRQ, and pay taxes as prescribed below. Form BRQ must be filed on or before the end of the month following the close of the calendar quarter, which is April 30, July 31, October 31, and January 31 of each year. 11 GCA §§26110 and 28108.

2. **EXEMPTIONS OR DEDUCTIONS.** Any exemption or deduction claimed under column (B) page (1) of the return must be shown on the above schedule and must be sufficiently supported by documentation.

3. **Election Under 11 GCA § 26203 (c).** To make an election under 11 GCA § 26203(c), check or mark the box provided on the front of this Form. The election shall take effect at the beginning of the quarter, but not before December 5, 2003. Once you have made this election, it shall remain in effect until you formally terminate it.

4. **BUSINESS ACTIVITIES NOT LISTED ON FORM BRQ.** "Other" should be used in reporting amounts received or amounts required to be reported in this form and not listed.

5. **SUPPLEMENTARY SHEETS.** Use supplementary sheets (standard letter size) where necessary.

6. **FAILURE TO PAY PENALTY.** Section 26111, Chapter 26, Title 11, Guam Code Annotated, provides for a penalty of five percent (5%) of the tax due for each 30-day period, or fraction thereof, not to exceed twenty-five percent (25%) in the aggregate. The minimum penalty, however, shall be the lesser of the amount of tax due, or \$25.00.

7. **PENALTY - FAILURE TO SUPPLY IDENTIFICATION NUMBER.** Any person required to file a Form BRQ return shall be subject to a fifty dollar (\$50.00) penalty for each failure to include his taxpayer identification number on such return. 11 GCA §§26111 and 28110.1.

8. **INTEREST.** Interest shall be added as determined by the Tax Commissioner at the current rate to any unpaid tax and penalty.

9. **FIRST TAXABLE REPORTING FOR THE CURRENT TAXABLE YEAR.** Returns containing the first reporting of taxable income from real property rental, retail, service, or rental income from other than real property in any tax year for which an exemption is allowable under subsection (k)(9), (28), (29), (30), (31) and (32) of section 26203, Chapter 26, Title II, Guam Code Annotated must show the total income received during the current tax year to the date of the close of the quarter.

10. **GROSS RECEIPT TAX MONTHLY DEPOSITORY.** As provided under section 26110.1, Chapter 26, Title 11, Guam Code Annotated, every person required to pay gross receipts tax must make monthly deposits. Any taxes due for any calendar month are required to be deposited along with Form BMD on or before the twentieth (20th) day of the following month. A penalty equal to ten percent (10%) of the underpayment shall be imposed on each failure to make a timely deposit. 11 GCA §26111.

11. **USE TAX - PAYMENT DUE IMMEDIATELY:** As provided under section 28108.1, Chapter 28, Title 11, Guam Code Annotated, every person required to pay use tax are required to submit Form BMD together with payment immediately upon importation or use of the property or properties.

12. **STATEMENT: IN LIEU OF RETURN.** If a person who has regularly filed returns has received no taxable income in a particular quarter, such person shall file a statement to that effect with the Tax Commissioner in lieu of a return for that quarter no later than the end of the month following the close of the taxable year in which that quarter occurred; no return being required in this instance. [effective January 1, 1998.]

13. **ADDITIONAL INFORMATION.** For additional information, call the Business Privilege Tax Branch at 475-1834/1836, or write to the Department of Revenue and Taxation, BPTB, P.O. Box 23607, G.M.F., 96921.

MAKE CHECKS PAYABLE TO: TREASURER OF GUAM.