



# FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

## Request for Release Business and Occupation (Gross Sales) Tax

**Instructions:** Please send Request for Release(s) to the City of Huntington Finance Division before final payment has been made to the subcontractor(s). If Business and Occupation Taxes have been paid by the subcontractor to the City of Huntington a signed copy of the Request for Release will be sent back to the General Contractor indicating the requested subcontractor can be paid their final payment.

**Date:** \_\_\_\_\_

### Project Info

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owner (who is this being built for): \_\_\_\_\_  
Project Start Date: \_\_\_\_\_  
Project End Date (expected): \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_

### General Contractor Info

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
WV State Contractor Lic Number: \_\_\_\_\_

### Request Release for

Name of Subcontractor: \_\_\_\_\_  
WV State Contractor Lic Number: \_\_\_\_\_  
Federal Tax ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work Start Date: \_\_\_\_\_  
Work Finish Date(expected): \_\_\_\_\_  
Amount of Contract: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Amount Due: \_\_\_\_\_