INSTRUCTIONS FOR COMPLETING WV/SEV-400

Producers of natural resources must file a severance tax return to report the gross value or gross income from most natural resources severed and/or processed within West Virginia. It is important that you separate the gross income value of each type of natural resource you produce under the proper class code on the front of the return.

This return is for reporting monthly or quarterly estimates.
- If your net tax is $1,000 or more per month you are required to file 11 monthly estimate returns.
- If your net tax is less than $1,000 per month, but more than $50 per month, you are required to file 3 quarterly estimate returns.
- If your net tax liability is less than $600 per year, you are not required to file estimate returns; your entire amount of tax due will be included on your annual return.

The annual return that is filed at the end of the taxable year, will include the last month's or quarter's tax due.

TAX CALCULATION

Line 1. Enter the Gross Proceeds from all natural gas wells producing 60 MCF per day or more.
Line 2. Enter the Gross Proceeds from all oil wells producing 10 Barrels per day or more.
Line 3. Enter the Gross Proceeds from **vertical** natural gas wells producing between 5 and 60 MCF per day.
Line 4. Enter the Gross Proceeds from **vertical** oil wells producing between ½ and 10 Barrels per day.
Line 5. Enter the Gross Proceeds from coal bed methane.
Line 6. Enter the Gross Proceeds from sand, gravel, or other mineral product.
Line 7. Enter the Gross Proceeds from other natural resources – natural gas liquids (includes ethane, butane, propane, condensate, etc.)
Line 8. Enter qualifying Investment Credits. (All documentation for these credits must accompany the annual return or the return will be considered incomplete.)
Line 9. Enter the amount of Annual Credit you wish to claim. ($41.67 per month or $125 per quarter.)
Line 10. Total tax due (Sum of tax due, lines 1 through 7, minus lines 8 & 9).

If you purchased this business during the last twelve (12) months, give the name and last known address of the previous owner on the line below. (A successor in business could become liable for outstanding taxes owed by a previous owner). _____

If you closed the business during the last twelve (12) months, provide the exact date you closed the business below. Date of Closure: _____

If you sold your business during the last twelve (12) months, provide the date of the sale, and provide the full name and address of the new owner. _____
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