

BUSINESS NAME: \_\_\_\_\_
SIGNATURE: \_\_\_\_\_
PRINTED NAME: \_\_\_\_\_

Account # \_\_\_\_\_
Tax Id # \_\_\_\_\_
Contact Telephone # \_\_\_\_\_

2009 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2009
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED
MAKE A COPY FOR YOUR RECORDS

SERVICE = Business Privilege - all gross receipts other than receipts subject to Mercantile Tax.
A few examples: warranties, interest income, building or construction, rent receipts, leases, commissions
WHOLESALE / RETAIL = Mercantile - Receipts from amusement or sale of tangible goods, commodities, food, beverages
A few examples: merchandise, theaters, amusement parks, bowling alleys, pin ball machines, restaurants

If your business commenced in Monroeville after 01/01/2009 Enter Start Date / /
You will need to reconcile your actual calendar year receipts by April 15 2010
Adequate documentation must be supplied to file this return
Table with columns: WHOLESAL, RETAIL, SERVICE, TOTAL
Rows: 1. ACTUAL 2009 GROSS RECEIPTS, 2. ACTUAL 2009 APPLICABLE EXCLUSIONS, 3. TAXABLE GROSS RECEIPTS (Line 1-Line 2), 4. TAX RATE, 5. 2009 TAX DUE, 6. 2009 LICENSE FEE (if not already paid), 7. CREDIT FROM 2009 OVERPAYMENT APPLIED, 8. 2009 BALANCE DUE BY 4/15/2010 (line 5 + 6 - 7)

THIS SECTION IS AN EXAMPLE Business Commenced in Monroeville: 10/01/2009
Table with columns: WHOLESAL, RETAIL, SERVICE, TOTAL
Rows: 1. ACTUAL 2009 GROSS RECEIPTS, 2. ACTUAL 2009 APPLICABLE EXCLUSIONS, 3. TAXABLE GROSS RECEIPTS (Line 1-Line 2), 4. TAX RATE, 5. 2009 TAX DUE, 6. 2009 LICENSE FEE (if not already paid), 7. 2008 LICENSE FEE IF NOT ALREADY PAID, 8. 2009 BALANCE DUE BY 4/15/2010 (line 5 + 6 - 7)

SCHEDULE B EXCLUSIONS FROM GROSS RECEIPTS
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNT REPORTED
List of 12 exclusion categories with corresponding dollar amounts:
1 Interstate Transactions (Attach itemized breakdown)
2 Manufacturing (Attach federal or PA exemption notification)
3 Articles of Own Growth
4 Sales Returns and Allowances(only if included in gross receipts)
5 Trade Discounts (Adjustments to list price)
6 Federal Tax on Admissions/Dues and Retailers Excise Tax
7 Liquid Fuels Tax (Gasoline Only)
8 Receipts of Entity Categorized as a Public Utility
9 Commissions paid by a Broker to another Broker
10 Tax Receipts collected as an agent for USA, PA, Monroeville
11 Beer distributor (Beer Only)
12 Receipts not attributable to a Monroeville place of Business (Attach breakdown and list addresses)

TAXPAYERS BILL OF RIGHTS DISCLOSURE STATEMENT: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by contacting the tax office M-F 9am-4pm

**2010 EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED**

BUSINESS NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_

Account # \_\_\_\_\_  
 Monroeville Location: \_\_\_\_\_

**2010 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED AFTER 1/1/2009  
 YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED**

If your business commenced after 01/01/09 Prorate your 2009 ACTUAL CALENDAR YEAR receipts to 12 months.  
 Your return is due by April 15, 2010 Enter Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Adequate documentation must be supplied to file this return**

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2009 GROSS RECEIPTS				
2. ACTUAL 2009 APPLICABLE EXCLUSIONS				
3. 2009 TAXABLE GROSS RECEIPTS (Line 1-Line 2)				
4. DIVIDED BY # OF MONTHS IN BUSINESS				
5. PRORATED RECEIPTS (Line 4 * 12 months)				
6. TAX RATE	0.002	0.0025	0.004	
7. 2010 TAX DUE				
8. 2010 LICENSE FEE (if not already paid)				
9. CREDIT FROM 2009 OVERPAYMENT APPLIED				
10. 2010 BALANCE DUE BY 4/15/2010 (line 7 + 8 - 9)				

License fee is \$25 for each column with gross receipts on line one. If paying Wholesale or Retail enter zero for service license.

**THIS SECTION IS AN EXAMPLE** Business commenced in Monroeville 10/01/2009 3 months in business in 2009

1. ACTUAL 2009 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2009 APPLICABLE EXCLUSIONS			(1,000.00)	(1,000.00)
3. 2009 TAXABLE GROSS RECEIPTS (Line 1-Line 2)	2,500.00	6,000.00	10,000.00	18,500.00
4. DIVIDED BY # OF MONTHS IN BUSINESS = 3 mo	833.33	2,000.00	3,333.33	6,166.66
5. PRORATED RECEIPTS (Line 4 * 12 months)	9,999.96	24,000.00	39,999.96	73,999.92
6. TAX RATE	*****	*****	7,999.99	7,999.99
7. 2010 TAX DUE	9,999.96	24,000.00	31,999.97	65,999.93
8. 2010 LICENSE FEE (if not already paid)	0.002	0.0025	0.004	
9. CREDIT FROM 2009 OVERPAYMENT APPLIED	20.00	60.00	128.00	208.00
10. 2010 BALANCE DUE BY 4/15/2010 (line 7 + 8 - 9)				

License fee is \$25 for each column with gross receipts on line one. If paying Wholesale or Retail enter zero for service license.

**SCHEDULE B EXCLUSIONS FROM GROSS RECEIPTS**

**YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNT REPORTED**

1 Interstate Transactions (Attach itemized breakdown)	\$ _____
2 Manufacturing (Attach federal or PA exemption notification)	\$ _____
3 Articles of Own Growth	\$ _____
4 Sales Returns and Allowances(only if included in gross receipts)	\$ _____
5 Trade Discounts (Adjustments to list price)	\$ _____
6 Federal Tax on Admissions/Dues and Retailers Excise Tax	\$ _____
7 Liquid Fuels Tax (Gasoline Only)	\$ _____
8 Receipts of Entity Categorized as a Public Utility	\$ _____
9 Commissions paid by a Broker to another Broker	\$ _____
10 Tax Receipts collected as an agent for USA, PA, Monroeville	\$ _____
11 Beer distributor (Beer Only)	\$ _____
12 Receipts not attributable to a Monroeville place of Business (Attach breakdown and list addresses)	\$ _____