2010 EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED BUSINESS NAME: Account # SIGNATURE: Tax Id# PRINTED NAME: Contact Telephone # 2010 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2011 YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED KEEP A COPY FOR YOUR RECORDS Mail to: Business Tax Office 2700 Monroeville Blvd Monroeville PA 15146-2388 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 01/01/2010, reconcile from estimated to the actual calendar year receipts. Adequate documentation must be supplied when filing return **Enter Start Date** Remit return with documentation and payment by April 15, 2010 **TOTAL** RETAIL SERVICE 1. ACTUAL 2010 GROSS RECEIPTS 2. ACTUAL 2010 EXCLUSIONS see schedule B 3. TAXABLE GROSS RECEIPTS (Line 1-Line 2-Line 3) 4. TAX RATE 0.002 0.0025 0.004 5. TAX DUE 6. ADD 2010 LICENSE FEE IF NOT ALREADY PAID 7. TAX PAID ALREADY FOR THE 2010 TAX YEAR 8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7) If line 8 is overpaid Circle CREDIT 2011 or REFUND. Check # Make check payable to Municipality of Monroeville. 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 IF Business Commenced in Monroeville: 10/01/2010 WHOLESALE **RETAIL** SERVICE **TOTAL** 1. ACTUAL 2010 GROSS RECEIPTS 2,500.00 6,000.00 11,000.00 19,500.00 2. ACTUAL 2010 EXCLUSIONS see schedule B (1,000.00)(1,000.00)3. TAXABLE GROSS RECEIPTS (Line 1-Line 2-Line 3) 2.500.00 6.000.00 10,000.00 18,500.00 4. TAX RATE 0.002 0.0025 0.004 5. TAX DUE 5.00 15.00 40.00 60.00 6. ADD 2010 LICENSE FEE IF NOT ALREADY PAID 1.00 20.00 49.00 70.00 7. TAX PAID ALREADY FOR THE 2010 TAX YEAR 25.00 25.00 0.00 50.00 8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7) 29.00 20.00 (9.00)40.00 If line 8 is overpaid Circle CREDIT 2011 or REFUND. Check # Make check payable to Municipality of Monroeville. SCHEDULE B Exclusions YOU MUST SUBMIT DOCUMENTATION OF AMOUNTS 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)

201	1	EACH SIDE IS A SEPARATE	E TAX FORM T	HAT MUST BE	COMPLETED	
BUSINESS NAME: _ SIGNATURE: _ PRINTED NAME:					Account #	
				_	Monroeville Location:	
				-		
	_			-		
20°	11 Business T	ax Return SPECIAL INSTRUC	TIONS IF B	USINESS CO	MMENCED AF	TER 1/1/2010
		IBMIT A COPY OF THE INFORMATIO				
		menced after 01/01/10 Prorate your 201		LENDAR YEAR		nths.
		umentation and payment by April 15, 2		<u> </u>	Enter Start Date	/ /
Ad	equate docume	entation must be supplied to file t				
			WHOLESALE	RETAIL	SERVICE	TOTAL
1.		GROSS RECEIPTS				
2.		APPLICABLE EXCLUSIONS				
3.		GROSS RECEIPTS (Line 1-Line 2)				
4.		OF MONTHS IN BUSINESS				
5. 6	TAX RATE	CEIPTS (Line 4 x 12 months)	0.002	0.0025	0.004	
6 . 7.	2011 TAX DUE		0.002	0.0025	0.004	
7. 8.		FEE (if not already paid)				
9.		2010 OVERPAYMENT APPLIED				
		DUE BY 4/15/2011 (line 7 + 8 - 9)				
		each column with gross receipts on lin	e one. If payin	g Wholesale or F	Retail enter zero fo	r service license.
		•		-		
THI	S SECTION IS A	N EXAMPLE Business commen	ced in Monroev	ville 10/01/2010	3 months	in business in 2010
1.	ACTUAL 2010 G	GROSS RECEIPTS	2,500.00	6,000.00	11,500.00	20,000.00
2.		APPLICABLE EXCLUSIONS			(1,000.00)	(1,000.00)
3.		GROSS RECEIPTS (Line 1-Line 2)	2,500.00	6,000.00	10,500.00	19,000.00
4.		OF MONTHS IN BUSINESS = 3 mo	833.00	2,000.00	3,500.00	6,333.00
5.		CEIPTS (Line 4 x 12 months)	9,996.00	24,000.00	42,000.00	75,996.00
6.	TAX RATE		0.002	0.0025	0.004	0.47.00
7.	2011 TAX DUE		19.99	60.00	168.00	247.99
8.		FEE (if not already paid)	25.00	25.00	(0.00)	50.00
9.		2010 OVERPAYMENT APPLIED	44.00	05.00	(9.00)	007.00
		DUE BY 4/15/2011 (line 7 + 8 - 9) each column with gross receipts on lin	44.99	85.00	168.00	297.99
LICE	ense ree is \$25 tor	each column with gross receipts on lin	e one. II payin	g wholesale of F	Retail enter Zero io	i service licerise.
SC1	HEDULE B E	EXCLUSIONS FROM GROSS RECEIP	TS			
		A COPY OF THE INFORMATION USI		THE AMOUNT	REPORTED	
1		sactions (Attach itemized breakdown)	LD TO OBTAIN	•	KLIOKILD	
2		(Attach federal or PA exemption notification	ation)	\$ \$ \$ \$ \$ \$		
3	Articles of Own	•	ation,	\$		
_	4 Sales Returns and Allowances (only if included in gross receipts)			\$		
5				<u>Ψ</u>		
	6 Federal Tax on Admissions/Dues and Retailers Excise Tax			<u>Φ</u>		
7 Liquid Fuels Tax (Gasoline Only)			ιαλ	\$		
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, Mo		oeville				
11 Beer distributor (Beer Only)			\$ \$ \$			
12 Receipts not attributable to a Monroeville place of Business			\$			

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 from www.monroeville.pa.us or the tax office 412 856 3347.

(Attach breakdown and list addresses)

BT10-11-2sided.xls 2011 9/17/2015