

2011

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Tax Id # _____
Contact Telephone # _____

2011 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 01/01/2011, 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, 2012

Table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2011 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, and BALANCE DUE.

If line 8 is overpaid Circle CREDIT 2012 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: 10/01/2011

Example table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2011 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, and BALANCE DUE with numerical values.

If line 8 is overpaid Circle CREDIT 2012 or REFUND. Check # _____ Make check payable to Municipality of Monroeville.

SCHEDULE B Exclusions YOU MUST SUBMIT DOCUMENTATION OF AMOUNTS REPORTED

Table with 2 columns: Description, Amount. Rows include Interstate Transactions, Manufacturing, Articles of Own Growth, Sales Returns and Allowances, Trade Discounts, Federal Tax on Admissions/Dues and Retailers Excise Tax, Liquid Fuels Tax, Receipts of Entity Categorized as a Public Utility, Commissions paid by a Broker to another Broker, Tax Receipts collected as an agent for USA, PA, Monroeville, Beer distributor (Beer Only), Receipts not attributable to a Monroeville place of Business.

2012

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Monroeville Location: _____

2012 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED AFTER 1/1/2011
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

Table with 5 columns: Description, Wholesale, Retail, Service, Total. Rows include: ACTUAL 2011 GROSS RECEIPTS, ACTUAL 2011 APPLICABLE EXCLUSIONS, 2011 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, 2012 TAX DUE, 2012 LICENSE FEE, CREDIT FROM 2011 OVERPAYMENT APPLIED, 2012 BALANCE DUE BY 4/15/2012.

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 10/01/2011 3 months in business in 2011. Table with 5 columns: Description, Wholesale, Retail, Service, Total. Rows include: ACTUAL 2011 GROSS RECEIPTS, ACTUAL 2011 APPLICABLE EXCLUSIONS, 2011 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, 2012 TAX DUE, 2012 LICENSE FEE, CREDIT FROM 2011 OVERPAYMENT APPLIED, 2012 BALANCE DUE BY 4/15/2012.

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

Table with 2 columns: Description, Amount. Rows include: Interstate Transactions, Manufacturing, Articles of Own Growth, Sales Returns and Allowances, Trade Discounts, Federal Tax on Admissions/Dues and Retailers Excise Tax, Liquid Fuels Tax, Receipts of Entity Categorized as a Public Utility, Commissions paid by a Broker to another Broker, Tax Receipts collected as an agent for USA, PA, Monroeville, Beer distributor, 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.