2011 EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED BUSINESS NAME: Account # SIGNATURE: Tax Id# PRINTED NAME: 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 **TOTAL** RETAIL SERVICE 1. ACTUAL 2011 GROSS RECEIPTS 2. ACTUAL 2011 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 2011 LICENSE FEE IF NOT ALREADY PAID 7. TAX PAID ALREADY FOR THE 2011 TAX YEAR 8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7) 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 WHOLESALE **RETAIL** SERVICE **TOTAL** 1. ACTUAL 2011 GROSS RECEIPTS 2,500.00 6,000.00 11,000.00 19,500.00 2. ACTUAL 2011 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 2011 LICENSE FEE IF NOT ALREADY PAID 1.00 20.00 49.00 70.00 7. TAX PAID ALREADY FOR THE 2011 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 2012 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)

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201	2 Business Tax Return SPECIAL INSTRUCTION OF THE INFORMATION				
-	ur business commenced after 01/01/11 Prorate your 201		LENDAR YEAR	receipts to 12 month	S.
	nit return with documentation and payment by April 15, 2		<u> </u>	Enter Start Date	/ /
Ade	equate documentation must be supplied to file t	his return WHOLESALE	RETAIL	SERVICE	TOTAL
1.	ACTUAL 2011 GROSS RECEIPTS				
2.	ACTUAL 2011 APPLICABLE EXCLUSIONS				
3.	2011 TAXABLE GROSS RECEIPTS (Line 1-Line 2)				
4.	DIVIDED BY # OF MONTHS IN BUSINESS				
5.	PRORATED RECEIPTS (Line 4 x 12 months)				
6.	TAX RATE	0.002	0.0025	0.004	
7.	2012 TAX DUE				
8.					
	CREDIT FROM 2011 OVERPAYMENT APPLIED				
	2012 BALANCE DUE BY 4/15/2012 (line 7 + 8 - 9) nse fee is \$25 for each column with gross receipts on lin	a ana If navina	, \\/balaaala ar [	Potoil ontor zoro for a	antica licanae
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	S SECTION IS AN EXAMPLE Business commen				business in 2011
1.	ACTUAL 2011 GROSS RECEIPTS	2,500.00	6,000.00	11,500.00	20,000.00
2.	ACTUAL 2011 APPLICABLE EXCLUSIONS	0.700.00	2 222 22	(1,000.00)	(1,000.00)
3.	2011 TAXABLE GROSS RECEIPTS (Line 1-Line 2)	2,500.00	6,000.00	10,500.00	19,000.00
<u>4.</u>	DIVIDED BY # OF MONTHS IN BUSINESS = 3 mo	833.00	2,000.00	3,500.00	6,333.00
5.	PRORATED RECEIPTS (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.	2012 TAX DUE	19.99	60.00	168.00	247.99
8.	2012 LICENSE FEE (if not already paid) CREDIT FROM 2011 OVERPAYMENT APPLIED	25.00	25.00	(0.00)	50.00
		44.99	9F 00	(9.00) 168.00	207.00
	2012 BALANCE DUE BY 4/15/2012 (line 7 + 8 - 9) nse fee is \$25 for each column with gross receipts on lin		85.00		297.99
Lice	rise fee is \$25 for each column with gross receipts on iin	e one. II paying	y wholesale of r	Retail effici Zero for S	ervice license.
SCF	HEDULE B EXCLUSIONS FROM GROSS RECEIP	TS			
	J MUST SUBMIT A COPY OF THE INFORMATION US		THE AMOUNT	REPORTED	
1	Interstate Transactions (Attach itemized breakdown)			KLIOKILD	
2	Manufacturing (Attach federal or PA exemption notification)		<u>\$</u>		
3	Articles of Own Growth		<u>Ψ</u>		
4	Sales Returns and Allowances (only if included in gross receipts)		¢		
	Trade Discounts (Adjustments to list price)		<u>ψ</u>		
5	Trade Discounts (Adjustments to list price)		\$ \$ \$ \$ \$ \$ \$		
6 7	Federal Tax on Admissions/Dues and Retailers Excise Tax		ф ф		
	Liquid Fuels Tax (Gasoline Only)	<u>\psi}</u>			
8 9	Receipts of Entity Categorized as a Public Utility Commissions paid by a Broker to another Broker	<u>\psi}</u>			
9 10	Tax Receipts collected as an agent for USA, PA, Moni	\$ \$ \$			
11	Beer distributor (Beer Only)	<u>Ψ</u>			
	12 Receipts not attributable to a Monroeville place of Business				
14	(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 from www.monroeville.pa.us or the tax office 412 856 3347.

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