

TAX
YEAR 2016

MUNICIPALITY OF MONROEVILLE
BUSINESS TAX RETURN
POST MARKED AT THE POST OFFICE BY APRIL 15TH*
READ ALL INSTRUCTIONS BEFORE COMPLETING FORM

ACCOUNT # _____
(must be provided)

IF YOU DO NOT HAVE AN ACCOUNT #, COMPLETE, AND SUBMIT A BUSINESS REGISTRATION FORM WITH YOUR TAX RETURN. INCOMPLETE FORMS SUBMITTED MAY BE TREATED AS A FAILURE TO FILE A RETURN.

TAX IDENTIFICATION # _____ # of Employees working in Monroeville _____
Description of Business Activity: _____
Business operated as a (circle one) Partnership Proprietorship or Individual Corporation or LLC

_____ BUSINESS NAME
_____ MAILING ADDRESS

	Wholesale	Retail	Service**	Total
1 TOTAL GROSS RECEIPTS / VOLUME				
2 EXCLUSIONS				
3 TAXABLE GROSS RECEIPTS (Line 1 - Line 2)				
4 TAX RATE	0.002	0.0025	0.004	
5 TAX DUE (Line 3 x Line 4)				
6 INTEREST & PENALTY (1% a mo) (Line 5 x rate)				
7 LICENSE FEE DUE				
8 TOTAL DUE (Line 5 + Line 6 + Line 7) CHECK # _____				\$ _____

Monroeville Business Location(s): _____
only if different than above mailing address: _____
Explain any changes from last year: _____
Name / Address of new owner: _____ If discontinued or sold provide date (mm/dd/yy)
_____ / /

SIGNATURE: _____ JOB TITLE _____
PRINT NAME HERE _____ DATE: _____
FAX # OR E-MAIL _____ PHONE # _____

INSTRUCTIONS: Please be aware the format of this return does not contain all details and disclosures
From our website you can research the Municipal Code Chapter 334 or read the tax synopsis www.monroeville.pa.us
Direct inquiries to: Montax@Monroeville.pa.us Telephone 412-856-3347 or Facsimile 412-856-1054

1 Complete and insert Gross Receipts or Total Volume from Schedule A. Allocate total between applicable columns
Submit a copy of documentation used to obtain amount reported on line 1 and 2

- 2 See Schedule B for choices
- 6 1% per month is a combined rate of interest @ 6% per annum and penalty @ 1/2% per month
- 7 \$25 for each business location in Monroeville. If paying Wholesale and/or Retail License enter zero for service
- 8 Checks should be made payable to "Municipality of Monroeville"

Mail return with payment to Business Tax Office 2700 Monroeville Blvd, Monroeville, PA 15146-2388

* Due Date is different if business commenced in Monroeville in current year. See Schedule A

** Service includes but is not limited to commissions, warranties, interest income, contracting, rent receipts, leases
LOCAL LAW DOES NOT PROVIDE FOR AN EXTENSION OF TIME TO FILE. It is recommended you file a tentative return with payment and amend the return later. Any tax owed and not paid by date due must include interest and penalty.

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 Monroeville Tax Office between 9a.m. & 4 p.m.

SCHEDULE A HOW TO REPORT GROSS REVENUE
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNT REPORTED

Definition of tax type:

Business Privilege - all gross receipts other than receipts subject to Mercantile Tax.

A few examples: warranties, interest income, building or construction, rent receipts, leases

Mercantile - Sale of tangible goods, commodities, food, beverages, or receipts from a place of amusement

A few examples: merchandise, theaters, amusement parks, bowling alleys, pin ball machines

1	If in business in Monroeville the entire 2015 calendar year Report Total Volume of Gross receipts for the 2015 calendar year (Even if business operates on a year end other than December 31st calculate tax on calendar year basis)	Your return is due by April 15, 2016
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2	If your business commenced after 01/01/15 Prorate your 2015 ACTUAL CALENDAR YEAR receipts to 12 months. \$ _____ for 12 months = \$ _____ (report on line 1 of return)	
	Your return is due by April 15, 2016	Enter Start Date (m/d/y) ____ / ____ / ____

3	If your business commenced in Monroeville in 2016 File by last day of month following starting date month Multiply your 2016 first 30 days receipts X the remaining months.	Enter Start Date (m/d/y) ____ / ____ / ____
	\$ _____ X _____ months = \$ _____	
	<i>Example: Start Date 3/15/2016 First 30 days receipts = 03/15 to 04/14/2016</i>	
	<i>30 days = \$ 10,000.00 x remaining months 9.57 mo = \$ 95,700.00 (report on line 1 of return)</i>	
	You will need to reconcile your actual calendar year receipts by April 15th of the year after the start year paying any balance due or requesting a credit or refund for any overpayments.	

4	If your business is in Monroeville temporarily (less than 60 days per event - except temporary contractors) Your return is due 7 days from the completion date START ____/____/____ END ____/____/____	
	Report your actual 2016 gross receipts without deductions on line 1 of return (report start and end dates)	
	<i>Examples of documentation may include contract progress billing statement, receipt vouchers, etc)</i>	

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)	\$	