

TAX YEAR 2009

BOROUGH OF PITCAIRN
MERCANTILE TAX RETURN

ACCOUNT #

POST MARKED AT THE POST OFFICE BY APRIL 15TH*

(must be provided)

READ ALL INSTRUCTIONS BEFORE COMPLETING FORM

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 Pitcairn _____

Description of Business Activity: _____

Business operated as a (circle one) Partnership Proprietorship or Individual Corporation or LLC

_____ BUSINESS NAME

_____ MAILING ADDRESS

	Wholesale	Retail	Total
1 TOTAL GROSS RECEIPTS / VOLUME			
2 EXCLUSIONS			
3 TAXABLE GROSS RECEIPTS (Line 1 - Line 2)			
4 TAX RATE	0.001	0.0015	
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 # _____			\$ _____

Pitcairn 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 Pitcairn Code and Ordinances 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 @ ½% per month
- 7 \$5 for each business location in Pitcairn. Include payment if not already made for the above calendar year.
- 8 Checks should be made payable to "Monroeville Tax Office" (Do not make it payable to: Borough of Pitcairn)
Mail return with payment to Business Tax Office 2700 Monroeville Blvd, Monroeville, PA 15146-2388

* Due Date is different if business commenced in Pitcairn 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:

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 Pitcairn the entire 2008 calendar year Your return is due by April 15, 2009
 Report Total Volume of Gross receipts for the 2008 calendar year
 (Even if business operates on a year end other than December 31st calculate tax on calendar year basis)

2 If your business commenced in Pitcairn after 01/01/08 Your return is due by April 15, 2009
 Multiply your 2008 first 30 days receipts X 12 months. Enter Start Date (m/d/y) ___ / ___ / ___
 \$ _____ x 12 months = \$ _____ (report on line 1 of return)

3 If your business commenced in Pitcairn in 2009 **Your return is due 40 days from the starting date**
 Multiply your 2009 first 30 days receipts X the remaining months. Enter Start Date (m/d/y) ___ / ___ / ___
 \$ _____ X _____ months = \$ _____
Example: Start Date 3/15/2009 First 30 days receipts = 03/15 to 04/14/2009
 30 days = \$ 10,000.00 x remaining months 9.57 mo = \$ 95,700.00 (report on line 1 of return)

4 If your business is in Pitcairn 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 2009 gross receipts without deductions on line 1 of return (report start and end dates)
Examples of documentation may include contract progress billing statement, receipt vouchers, etc)

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 Receipts subject to Business Privilege Tax	\$ _____
5 Sales Returns and Allowances (only if included in gross receipts)	\$ _____
6 Trade Discounts (Adjustments to list price)	\$ _____
7 Federal Tax on Admissions/Dues and Retailers Excise Tax	\$ _____
8 Liquid Fuels Tax (Gasoline Only)	\$ _____
9 Receipts of Entity Categorized as a Public Utility	\$ _____
10 Commissions paid by a Broker to another Broker	\$ _____
11 Tax Receipts collected as an agent for USA, PA, Pitcairn	\$ _____
12 Beer distributor (Beer Only)	\$ _____
13 Receipts not attributable to a Pitcairn place of Business (Attach breakdown and list addresses)	\$ _____