

**READ THOROUGHLY BEFORE COMPLETING FORM**

**IF YOU DO NOT HAVE AN ACCOUNT, SUBMIT WITH YOUR RETURN A REGISTRATION FORM. INCOMPLETE FORMS OR MISSING ACCOUNT # MAY BE TREATED AS FAILURE TO FILE RETURN.**

TAX IDENTIFICATION # \_\_\_\_\_ # of employees working in Pitcairn \_\_\_\_\_

Description of Business Activity \_\_\_\_\_

Check one: Business operated as \_\_\_\_\_ Individual/Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation or LLC

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME  
 ADDRESS  
 CITY / ST / ZIP

	Wholesale	Retail
1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A)	\$	\$
2) EXCLUSIONS (complete Schedule B)		
3) TAXABLE GROSS RECEIPTS (Line 1 – Line 2)		
4) TAX RATE	0.001	0.0015
5) TAX DUE (Line 4 x Line 5)		
6) INTEREST AND PENALTY (1% a mo) (Line 5 x %)		
7) ADD 2016 LICENSE FEE IF NOT ALREADY PAID		
8) TOTAL DUE (Line 5 + Line 6 + Line 7)		

Check # \_\_\_\_\_ Total Paid = COMBINE LINE 8 COLUMNS \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 PRINT NAME HERE: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Phone # \_\_\_\_\_ Email: \_\_\_\_\_ Fax # \_\_\_\_\_

**Submit a copy of documentation used to obtain amount reported on line 1 and 2**

**SCHEDULE A LINE 1: HOW TO REPORT TOTAL GROSS REVENUE / VOLUME**

**A1** If conducting business from a PITCAIRN location the entire 2015 year, file by **April 15, 2016**  
 Report total gross receipts generated by the PITCAIRN location for the 2015 calendar year on line 1  
 Use calendar year receipts even if the business has a year end other than December 31<sup>st</sup>

**A2** If business commenced in PITCAIRN after January 1 2015, a return is due **April 15, 2016**  
 Multiply your first 30 days gross receipts from 2015 x 12 months.  
 \$ \_\_\_\_\_ x 12 months = \$ \_\_\_\_\_ report on Line 1

**A3** If business commenced in PITCAIRN during 2016, **The return is due 40 days from the start date**  
 multiply the first 30 days receipts by the remaining months. **2016 START DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \$ \_\_\_\_\_ 30 days x \_\_\_\_\_ months + fractions = \$ \_\_\_\_\_ report on Line 1  
*Example:* If start date is January 12, use Jan 12 to Feb 11 gross receipts x the remaining months  
 If the 30 days receipts is \$100 x remaining 11.67 months = \$1,167. March 31, 2015 would be the due date.

**A4** If business in PITCAIRN is temporary or seasonal, **file return within 7 days from completion date.**  
 Report your 2016 ACTUAL calendar year gross receipts without deductions. Report on Line 1  
 Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Examples of documentation may include contract progress billing statements, receipt vouchers, etc.

**SCHEDULE B: EXCLUSIONS FROM GROSS RECEIPTS – Report total on Line 2 of page one**

	Wholesale	Retail
B 1) Interstate transactions - attach breakdown	\$	\$
B 2) Manufacturing - attach federal or PA exemption		
B 3) Articles of own growth		
B 4) Sales returns and allowances- <b>if included in gross receipts</b>		
B 5) Trade discounts or Service Receipts		
B 6) Excise tax / federal tax on admissions/dues		
B 7) Liquid fuels tax - gasoline only		
B 8) Receipts of entity categorized as a public utility		
B 9) Commissions paid by a broker to another broker		
B10) Tax receipts collected as an agent for USA or PA		
B11) Beer distributor		
B12) Receipts attributable to locations outside of Pitcairn attach breakdown and list addresses		

PITCAIRN COUNCIL AUTHORIZED THE MUNICIPALITY OF MONROEVILLE TO COLLECT MERCANTILE TAX FOR THE BOROUGH OF PITCAIRN BEGINNING JANUARY 1, 2006.

**INSTRUCTIONS:**

- ❖ Line 1 and 2: Complete and insert Gross Receipts / Volume from Schedule A and B  
Allocate amounts between applicable columns.  
**Submit a copy of documentation used to obtain amount reported on line 1 and line 2**
- ❖ Line 6 = 1% per month is a combined rate of interest @ 6% per annum and penalty @ ½% per month.
- ❖ Line 7 = \$5 per location in Pitcairn when reporting receipts for only one tax type.  
\$10 for each location reporting gross volume or receipts from wholesale and retail activities.
- ❖ Checks should be made payable to “Municipality of Monroeville.”
- ❖ Post mark at the post office **BY APRIL 15, 2016**. Submit the return with appropriate payment and documentation. Due Date is different if business commenced in Pitcairn in current year.
- ❖ Mail to: Business Tax Office 2700 Monroeville Blvd Monroeville, PA 15146-2388.

Direct Inquiries to: [montax@monroeville.pa.us](mailto:montax@monroeville.pa.us) Phone 412 856 3347 Facsimile 412 856 1054  
[www.monroeville.pa.us](http://www.monroeville.pa.us) provides detailed information for Pitcairn Tax Ordinances since this return does not contain all details and disclosures.

**LOCAL LAW DOES NOT PROVIDE FOR AN EXTENSION OF TIME TO FILE.**

It is recommended you file a tentative return WITH payment then amend the return if necessary.  
Any unpaid balance must include interest & penalty.

Definition of tax type:

WHOLESALE/RETAIL = Mercantile: Sale of tangible goods, commodities, food, beverages, or a place of amusement  
Examples include: merchandise, theaters, amusement parks, bowling alleys, and pin ball machines

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](http://www.monroeville.pa.us) or the Tax Office between 9 a.m. and 4 p.m.