

**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 at Wilkins Location \_\_\_\_\_

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

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

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

NAME  
 ADDRESS  
 CITY / ST / ZIP

	Wholesale	Retail	Service
1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A)	\$	\$	\$
2) EXCLUSIONS (complete Schedule B on reverse side)			
3) TAXABLE GROSS RECEIPTS (Line 1- 2)			
4) TAX RATE	0.001	0.0015	0.002
5) TAX DUE (Line 3 x Line 4)			
6) LOCAL SERVICES TAX CREDIT (see instructions)	*****	*****	
7) INTEREST & PENALTY (1% a mo) ((Line 5-6) x rate)			
8) ADD 2017 LICENSE FEE IF NOT ALREADY PAID			
9) TOTAL DUE (Line 5 - Line 6 + Line 7)			

Check # \_\_\_\_\_ Total Paid = COMBINE LINE 9 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 WILKINS location the entire 2016 year, return is due **April 15, 2017**  
 Report total gross receipts generated by the WILKINS location for the 2016 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 your business commenced in WILKINS during 2016, a return is due **April 15, 2017**  
 Prorate your 2016 ACTUAL calendar year gross receipts to 12 months.  
 \$ \_\_\_\_\_ ACTUAL x 12 / \_\_\_\_\_ months in 2016 = \$ \_\_\_\_\_ report on Line 1

**A3** If your business commenced in WILKINS during 2017, multiply the first 30 calendar day receipts by the remaining months including fractions of a month      **START DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \$ \_\_\_\_\_ 30 days x \_\_\_\_\_ months + fractions = \$ \_\_\_\_\_  
**The return is due the last day of the month after the first full month of business**  
*Example:* If start date is January 12, use Jan 12 to Feb 11 gross receipts x the remaining months  
 If the 30 day receipts is \$1,000 x remaining 11.67 months = \$11,670. March 31, 2017 would be the due date.

**A4** If your business in WILKINS is temporary or seasonal, file within **7 days from completion date**.  
 Report your 2017 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 on page one**

	Wholesale	Retail	Service
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			
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 Wilkins attach breakdown and list addresses			

**INSTRUCTIONS:**

- ❖ 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 = If proof of 2016 local services tax payment by the owner of the business is attached to this return include a \$52 credit. Credit does not apply for employee payments or if entity is a corporation or LLC. A tax balance will be due for failure to provide proof of payment.
- ❖ Line 7 = 1% per month is a combined rate of interest @ 6% per annum and penalty @ ½% per month.
- ❖ Line 8 = \$25 per location in Wilkins when reporting receipts for only one tax type.  
\$50 for each location reporting receipts from wholesale and retail activities.  
When subject to payment of a Retail or Wholesale License, enter zero for the Service License.
- ❖ Checks should be made payable to “Municipality of Monroeville.”
- ❖ Post mark at the post office **BY APRIL 15, 2017**. Submit the return with appropriate payment and documentation. Due Date is different if business commenced in Wilkins 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 412 317 5080 Facsimile 412 856 1054  
[www.monroeville.pa.us](http://www.monroeville.pa.us) provides detailed information for Wilkins Tax Ordinances since this return does not contain all details and disclosures. WILKINS COMMISSIONERS AUTHORIZED THE MUNICIPALITY OF MONROEVILLE TO COLLECT BUSINESS TAXES FOR THE TOWNSHIP OF WILKINS BEGINNING JANUARY 1, 2009

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

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

**Definition of tax type:**

**SERVICE = Business Privilege:** all gross receipts other than receipts subject to Mercantile Wholesale and Mercantile Retail Tax. Examples include: commissions, warranties, interest income, construction, rent receipts, leases

**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.