

2013

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Tax Id # _____
Contact Telephone # _____

2013 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2013

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 Wilkins during 2013, 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, 2014

Table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2013 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, TAX PAID, and BALANCE DUE.

If line 8 is overpaid Circle CREDIT 2014 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 WILKINS: 10/01/2013

Example reconciliation table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2013 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, TAX PAID, and BALANCE DUE.

If line 8 is overpaid Circle CREDIT 2014 or REFUND. Check # _____ Make check payable to Municipality of Monroeville.

SCHEDULE B Exclusions YOU MUST SUBMIT DOCUMENTATION OF AMOUNTS REPORTED

Table with 2 columns: Description, Amount. Rows include Interstate Transactions, Manufacturing, Articles of Own Growth, Sales Returns and Allowances, Trade Discounts, Federal Tax on Admissions/Dues and Retailers Excise Tax, Liquid Fuels Tax, Receipts of Entity Categorized as a Public Utility, Commissions paid by a Broker to another Broker, Tax Receipts collected as an agent for USA, PA, Wilkins Township, Beer distributor (Beer Only), Receipts not attributable to a Wilkins place of Business.

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.

2014

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
 SIGNATURE: _____
 PRINTED NAME: _____

Account # _____
 Wilkins Location: _____

2014 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED IN 2013
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

If your business commenced DURING 2013 Prorate your 2013 ACTUAL CALENDAR YEAR receipts to 12 months.				
Remit return with documentation and payment by April 15, 2014			Enter Start Date / /	
Adequate documentation must be supplied to file this return				
	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2013 GROSS RECEIPTS				
2. ACTUAL 2013 APPLICABLE EXCLUSIONS				
3. 2013 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	0.001	0.0015	0.002	
7. 2014 TAX DUE				
8. 2014 LICENSE FEE (if not already paid)				
9. CREDIT FROM 2013 OVERPAYMENT APPLIED				
10. 2014 BALANCE DUE BY 4/15/2014 (line 7 + 8 - 9)				

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	Business commenced in WILKINS 10/01/2013	3 months in business in 2013		
1. ACTUAL 2013 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2013 APPLICABLE EXCLUSIONS			(1,000.00)	(1,000.00)
3. 2013 TAXABLE GROSS RECEIPTS (Line 1-Line 2)	2,500.00	6,000.00	10,000.00	18,500.00
4. DIVIDED BY # OF MONTHS IN BUSINESS = 3 mo	833.00	2,000.00	3,333.00	6,166.00
5. PRORATED RECEIPTS (Line 4 x 12 months)	9,996.00	24,000.00	39,996.00	73,992.00
6. TAX RATE	0.001	0.0015	0.002	
7. 2014 TAX DUE	10.00	36.00	79.99	125.99
8. 2014 LICENSE FEE (if not already paid)	25.00	25.00	1.00	51.00
9. CREDIT FROM 2013 OVERPAYMENT APPLIED			(9.00)	
10. 2014 BALANCE DUE BY 4/15/2014 (line 7 + 8 - 9)	35.00	61.00	80.99	176.99

License fee is \$25 for each column with gross receipts on line one. If paying Wholesale or Retail enter zero for service license.

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, Wilkins	\$ _____
11 Beer distributor (Beer Only)	\$ _____
12 Receipts not attributable to a Wilkins place of Business (Attach breakdown and list addresses)	\$ _____

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