

2015

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: \_\_\_\_\_
SIGNATURE: \_\_\_\_\_
PRINTED NAME: \_\_\_\_\_

Account # \_\_\_\_\_
Tax Id # \_\_\_\_\_
Contact Telephone # \_\_\_\_\_

2015 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2015

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 2015, 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, 2016

Table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2015 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, TAX PAID, and BALANCE DUE.

If line 8 is overpaid Circle CREDIT 2016 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: 10/01/2015

Example table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2015 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, TAX PAID, and BALANCE DUE with numerical values.

If line 8 is overpaid Circle CREDIT 2016 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, Trade Discounts, Federal Tax, Liquid Fuels Tax, Receipts of Entity, Commissions, Tax Receipts, Beer distributor, and 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.

2016

**EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED**

BUSINESS NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_

Account # \_\_\_\_\_  
 Wilkins Location: \_\_\_\_\_

**2016 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED IN 2015**  
**YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED**

If your business commenced DURING 2015 Prorate your 2015 ACTUAL CALENDAR YEAR receipts to 12 months.						
Remit return with documentation and payment by April 15, 2016				Enter Start Date	/	/
<b>Adequate documentation must be supplied to file this return</b>						
	WHOLESALE	RETAIL	SERVICE	TOTAL		
1. ACTUAL 2015 GROSS RECEIPTS						
2. ACTUAL 2015 APPLICABLE EXCLUSIONS						
3. 2015 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. 2016 TAX DUE						
8. 2016 LICENSE FEE (if not already paid)						
9. CREDIT FROM 2015 OVERPAYMENT APPLIED						
10. 2016 BALANCE DUE BY 4/15/2016 (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.

<b>THIS SECTION IS AN EXAMPLE</b>	Business commenced in WILKINS 10/01/2014	3 months in business in 2014			
1. ACTUAL 2015 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00	
2. ACTUAL 2015 APPLICABLE EXCLUSIONS			(1,000.00)	(1,000.00)	
3. 2015 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. 2016 TAX DUE	10.00	36.00	79.99	125.99	
8. 2016 LICENSE FEE (if not already paid)	25.00	25.00	1.00	51.00	
9. CREDIT FROM 2015 OVERPAYMENT APPLIED			(9.00)		
10. 2016 BALANCE DUE BY 4/15/2016 (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.

<b>SCHEDULE B EXCLUSIONS FROM GROSS RECEIPTS</b>	
<b>YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNT REPORTED</b>	
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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