

2017

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Tax Id # _____
Contact Telephone # _____

2017 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2017

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 2017, 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, 2018

Table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2017 GROSS RECEIPTS, TAXABLE GROSS RECEIPTS, TAX RATE, TAX DUE, TAX PAID, and BALANCE DUE.

If line 8 is overpaid Circle CREDIT 2018 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: 10/01/2017

Example reconciliation table with 5 columns: Description, WHOLESALE, RETAIL, SERVICE, TOTAL. Shows calculations for gross receipts, tax rate, tax due, and balance due.

If line 8 is overpaid Circle CREDIT 2018 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. Lists 12 exclusion categories such as Interstate Transactions, Manufacturing, and Beer distributor.

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 412 317 5080.

2018

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Wilkins Location: _____

2018 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED IN 2017
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

If your business commenced DURING 2017 Prorate your 2017 ACTUAL CALENDAR YEAR receipts to 12 months.
Remit return with documentation and payment by April 15, 2018 Enter Start Date / /

Adequate documentation must be supplied to file this return

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10: ACTUAL 2017 GROSS RECEIPTS, ACTUAL 2017 APPLICABLE EXCLUSIONS, 2017 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, 2018 TAX DUE, 2018 LICENSE FEE, CREDIT FROM 2017 OVERPAYMENT APPLIED, 2018 BALANCE DUE BY 4/15/2018.

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 10/01/2017 3 months in business in 2017

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10: ACTUAL 2017 GROSS RECEIPTS, ACTUAL 2017 APPLICABLE EXCLUSIONS, 2017 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS (3 mo), PRORATED RECEIPTS, TAX RATE, 2018 TAX DUE, 2018 LICENSE FEE, CREDIT FROM 2017 OVERPAYMENT APPLIED, 2018 BALANCE DUE BY 4/15/2018.

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

Table with 2 columns: Description, Amount. Rows 1-12: 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, Beer distributor, Receipts not attributable to a Wilkins place of Business.

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