

BUSINESS NAME: _____
 SIGNATURE: _____
 PRINTED NAME: _____

Account # _____
 Tax Id # _____
 Contact Telephone # _____

2012 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2012

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 Monroeville after 01/01/2012, 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, 2013

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2012 GROSS RECEIPTS				
2. ACTUAL 2012 EXCLUSIONS see schedule B				
3. TAXABLE GROSS RECEIPTS (Line 1-Line 2-Line 3)				
4. TAX RATE	0.002	0.0025	0.004	
5. TAX DUE				
6. ADD 2012 LICENSE FEE IF NOT ALREADY PAID				
7. TAX PAID ALREADY FOR THE 2012 TAX YEAR				
8. BALANCE DUE or (OVERPAID) (line 6 + 7 - 8)				

If line 9 is overpaid Circle CREDIT 2013 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 Monroeville: 10/01/2012

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2012 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2012 EXCLUSIONS see schedule B			(1,000.00)	(1,000.00)
3. TAXABLE GROSS RECEIPTS (Line 1-Line 2-Line 3)	2,500.00	6,000.00	10,000.00	18,500.00
4. TAX RATE	0.002	0.0025	0.004	
5. TAX DUE	5.00	15.00	40.00	60.00
6. TAX PAID FOR THE 2012 TAX YEAR	1.00	20.00	49.00	70.00
8. ADD 2012 LICENSE FEE IF NOT ALREADY PAID	25.00	25.00	0.00	50.00
8. BALANCE DUE or (OVERPAID) (line 6 + 7 - 8)	29.00	20.00	(9.00)	40.00

If line 9 is overpaid Circle CREDIT 2013 or REFUND. Check # _____ Make check payable to Municipality of Monroeville.

SCHEDULE B Exclusions YOU MUST SUBMIT DOCUMENTATION OF AMOUNTS 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, Monroeville	\$
11 Beer distributor (Beer Only)	\$
12 Receipts not attributable to a Monroeville place of Business (Attach breakdown and list addresses)	\$

NOTE: Returns filed after one year of date due or without documentation of gross receipts are not eligible for any stimulus exclusion on line 6 above

2013

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME:
SIGNATURE:
PRINTED NAME:

Account #
Monroeville Location:

2013 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED AFTER 1/1/2012
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

If your business commenced after 01/01/12 Prorate your 2012 ACTUAL CALENDAR YEAR receipts to 12 months.
Remit return with documentation and payment by April 15, 2013 Enter Start Date / /

Adequate documentation must be supplied to file this return

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2012 GROSS RECEIPTS, TAX RATE, 2013 TAX DUE, etc.

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 Monroeville 10/01/2012 3 months in business in 2012

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows include ACTUAL 2012 GROSS RECEIPTS, TAX RATE, 2013 TAX DUE, etc. Includes example values.

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

NOTE: Returns filed after one year of date due or without documentation of gross receipts are not eligible for any stimulus exclusion on line 6 above

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.