

BUSINESS NAME: _____ Account # _____
 SIGNATURE: _____ Tax Id # _____
 PRINTED NAME: _____ Contact Telephone # _____

2023 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2023

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 01/01/2023, 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, 2024

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2023 GROSS RECEIPTS				
2. ACTUAL 2023 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 2023 LICENSE FEE IF NOT ALREADY PAID				
7. TAX PAID ALREADY FOR THE 2023 TAX YEAR				
8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7)				

If line 8 is overpaid Circle CREDIT 2023 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: 10/01/2023

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2023 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2023 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. ADD 2023 LICENSE FEE IF NOT ALREADY PAID	25.00	25.00	-	50.00
7. TAX PAID ALREADY FOR THE 2023 TAX YEAR	1.00	20.00	49.00	70.00
8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7)	29.00	20.00	(9.00)	40.00

If line 8 is overpaid Circle CREDIT 2023 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)	\$

2024

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME:
SIGNATURE:
PRINTED NAME:

Account #
Monroeville Location:

2024 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2023
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

If your business commenced after 01/01/23 Prorate your 2023 ACTUAL CALENDAR YEAR receipts to 12 months.
Remit return with documentation and payment by April 15, 2024

Enter Start Date / /

Adequate documentation must be supplied to file this return

Table with columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10: ACTUAL 2023 GROSS RECEIPTS, ACTUAL 2023 APPLICABLE EXCLUSIONS, 2024 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, ACTUAL 2024 TAX DUE, 2024 LICENSE FEE, CREDIT FROM 2023 OVERPAYMENT APPLIED, 2024 BALANCE DUE BY 4/15/2024.

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 10/01/2022 3 months in business in 2022

Table with columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10: If line 8 is overpaid Circle CREDIT 2023 or REFUND. Check, ACTUAL 2023 APPLICABLE EXCLUSIONS, 2024 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS (3 mo), PRORATED RECEIPTS, TAX RATE, ACTUAL 2024 TAX DUE, 2024 LICENSE FEE, CREDIT FROM 2023 OVERPAYMENT APPLIED, 2024 BALANCE DUE BY 4/15/2024.

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, Monroeville, Beer distributor, Receipts not attributable to a Monroeville 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 https://www.monroeville.pa.us or the tax office.