

BUSINESS NAME: _____
 SIGNATURE: _____
 PRINTED NAME: _____

Account # _____
 Tax Id # _____
 Contact Telephone # _____

2024 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2024

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 01/01/2024, 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, 2025

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2024 GROSS RECEIPTS				
2. ACTUAL 2024 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 2024 LICENSE FEE IF NOT ALREADY PAID				
7. TAX PAID ALREADY FOR THE 2024 TAX YEAR				
8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7)				

If line 8 is overpaid Circle CREDIT 2024 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: 10/01/2024

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2024 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2024 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 2024 LICENSE FEE IF NOT ALREADY PAID	25.00	25.00	-	50.00
7. TAX PAID ALREADY FOR THE 2024 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 2024 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)	\$

2025

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME: _____
SIGNATURE: _____
PRINTED NAME: _____

Account # _____
Monroeville Location: _____

2025 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2024
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

If your business commenced after 01/01/24 Prorate your 2024 ACTUAL CALENDAR YEAR receipts to 12 months.
Remit return with documentation and payment by April 15, 2025 Enter Start Date / /

Adequate documentation must be supplied to file this return

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10 detailing 2024 gross receipts, exclusions, taxable receipts, prorated receipts, tax rate, and 2025 tax due.

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 10/01/2024 3 months in business in 2024

Table with 5 columns: WHOLESALE, RETAIL, SERVICE, TOTAL. Rows 1-10 showing an example calculation with values like 2,500.00, 6,000.00, 11,500.00, etc.

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 of exclusion (e.g., Interstate Transactions, Manufacturing) and Amount (\$). Rows 1-12.

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.