

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

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

**2016 Business Tax RECONCILIATION IF BUSINESS COMMENCED AFTER 1/1/2016**

**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 01/01/2016, 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, 2017

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2016 GROSS RECEIPTS				
2. ACTUAL 2016 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 2016 LICENSE FEE IF NOT ALREADY PAID				
7. TAX PAID ALREADY FOR THE 2016 TAX YEAR				
8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7)				

If line 8 is overpaid Circle CREDIT 2017 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: 10/01/2015

	WHOLESALE	RETAIL	SERVICE	TOTAL
1. ACTUAL 2016 GROSS RECEIPTS	2,500.00	6,000.00	11,000.00	19,500.00
2. ACTUAL 2016 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 2016 LICENSE FEE IF NOT ALREADY PAID	1.00	20.00	49.00	70.00
7. TAX PAID ALREADY FOR THE 2016 TAX YEAR	25.00	25.00	0.00	50.00
8. BALANCE DUE or (OVERPAID) (line 5 + 6 - 7)	29.00	20.00	(9.00)	40.00

If line 8 is overpaid Circle CREDIT 2017 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)	\$

2017

EACH SIDE IS A SEPARATE TAX FORM THAT MUST BE COMPLETED

BUSINESS NAME:
SIGNATURE:
PRINTED NAME:

Account #
Monroeville Location:

2017 Business Tax Return SPECIAL INSTRUCTIONS IF BUSINESS COMMENCED AFTER 1/1/2016
YOU MUST SUBMIT A COPY OF THE INFORMATION USED TO OBTAIN THE AMOUNTS REPORTED

Table with 5 columns: Description, Wholesale, Retail, Service, Total. Rows include: ACTUAL 2016 GROSS RECEIPTS, ACTUAL 2016 APPLICABLE EXCLUSIONS, 2016 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, 2017 TAX DUE, 2017 LICENSE FEE, CREDIT FROM 2016 OVERPAYMENT APPLIED, 2017 BALANCE DUE BY 4/15/2017.

License fee is \$25 for each column with gross receipts on line one. If paying Wholesale or Retail enter zero for service license.

Table with 5 columns: Description, Wholesale, Retail, Service, Total. Includes header: THIS SECTION IS AN EXAMPLE Business commenced in Monroeville 10/01/2016 3 months in business in 2016. Rows include: ACTUAL 2016 GROSS RECEIPTS, ACTUAL 2016 APPLICABLE EXCLUSIONS, 2016 TAXABLE GROSS RECEIPTS, DIVIDED BY # OF MONTHS IN BUSINESS, PRORATED RECEIPTS, TAX RATE, 2017 TAX DUE, 2017 LICENSE FEE, CREDIT FROM 2016 OVERPAYMENT APPLIED, 2017 BALANCE DUE BY 4/15/2017.

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 include: 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 www.monroeville.pa.us or the tax office 412 856 3347.