

**READ INSTRUCTIONS ON THE BACK BEFORE COMPLETING FORM**

**2013**

**TOWNSHIP OF WHITEMARSH**

**OFFICIAL USE ONLY**

**BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN**

FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2013  
ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2014  
**Due Date May 1, 2014**

DATE REC'D \_\_\_\_\_ AMT REC'D \_\_\_\_\_  
CHECK NO \_\_\_\_\_ BATCH NO \_\_\_\_\_

	BUSINESS ACCOUNT NUMBER:	EIN/SSN:
	BUSINESS LOCATION:	
	DID YOU TERMINATE / MOVE THIS BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MOVED DATE:	IF MOVED, WHERE?
	<input type="checkbox"/> NON-PROFIT <input type="checkbox"/> MANUFACTURER	

**ENTER WHOLE DOLLAR AMOUNTS ONLY**

A return must be filed even if you have no gross receipts

**DOLLARS**

**NO CENTS**

1. Sales or Gross Receipts (January to December only)				1.	00
2. Exclusions (Must attach written proof)				2.	00
3. Taxable Gross Receipts (Line 1 Less Line 2)				3.	00
<b>FINAL RETURN FOR YEAR ENDED DECEMBER 31, 2013</b>	<b>RECEIPTS FROM LINE ABOVE</b>		<b>TAX COMPUTATIONS</b>		
4. Wholesale	4.	x .001	4.		00
5. Retail	5.	x .0015	5.		00
6. Service	6.	x .0015	6.		00
7. Rental / Other Income	7.	x .0015	7.		00
8. Total (add Lines 4, 5, 6, & 7)	8.		8.		00
9. Deduct 2013 Estimated Tax (Paid with 2012 Return)			9.		00
10. Total Tax Due, or Credit (Line 8 Less Line 9)			10.		00
<b>ESTIMATED TAX RETURN FOR YEAR ENDING DECEMBER 31, 2014</b>					
11. 2014 Estimated Tax (Must use amount shown on Line 8)			11.		00
<b>TOTAL TAX DUE IF PAID BY MAY 1, 2014</b>					
12. Add Line 10 and Line 11			12.		00
<b>PENALTY AND INTEREST IF TAX PAID AFTER MAY 1, 2014</b>					
13. Add: 10% Penalty if paid after May 1, 2014 (multiply Line 12 x 10%)			13.		00
14. Add: 1.5% Interest per month or part thereof (multiply Line 12 x 1.5% x No. of months)			14.		00
15. TOTAL TAX, PENALTY AND INTEREST (Add Lines 12,13, & 14)			15.		00
<b>LICENSE FEE</b>					
16. Annual Business License Fee (a separate License is required for each location, \$10 per location)			16.	10 x ____ =	00
17. Total Amount Due (Add Lines 15 & 16)			17.		00

**Any Work Papers containing calculations used to determine Gross Receipts and copies of Federal Returns shall be attached to this return.  
Tax return will not be considered complete unless such documents are attached.**

Make Check Payable to: **WHITEMARSH TOWNSHIP**  
SEND ORIGINAL WITH PAYMENT - MAKE A COPY FOR YOUR RECORDS  
I declare under penalty of law that all statements made here and/or in supporting schedules are true, correct and complete to best of knowledge and belief.

Mail Return and Payment to: **TRI-STATE FINANCIAL GROUP**  
**PO BOX 38**  
**BRIDGEPORT, PA 19405**  
**610-270-9520**

Print Name	Telephone Number
Signature	Date
Signature of Person Preparing Return (if other than taxpayer)	Date
Address of Preparer	Telephone Number

"As required by Pennsylvania law, Whitemarsh Township will provide upon request a disclosure statement explaining to taxpayer their rights in certain tax proceedings involving the Township."

**NEW BUSINESS:** License must be obtained prior to opening. Tax must be paid within 60 days after opening date. SEE APPLICATION FORM.

**FORM MUST BE PREPARED IN ITS ENTIRETY, SIGNED AND DATED. IF NOT FORM WILL BE RETURNED AND PENALTY AND INTEREST ADDED UNTIL COMPLETED FORM IS RECEIVED.**

## **INSTRUCTIONS**

### **BUSINESS PRIVILEGE TAX**

The Business Privilege Tax of 1.5 mills is imposed on the "GROSS RECEIPTS" of Persons, Businesses, Trades, Occupations and Professions operating a business within the Township.

### **MERCANTILE TAX**

The Mercantile Tax is to be paid on the "GROSS VOLUME OF BUSINESS" from the sale either at retail (1.5 mills) or wholesale (1.0 mill) of any goods sold by any "DEALER" operating a business within the Township.

### **PARTIAL YEAR**

If the business has not been operating for a full year then the Tax will be on the Gross Receipts for the period in the year that the business has been operating. The Estimate Tax shall be computed by dividing the Tax by the number of months in business and then multiplying by twelve (12).

### **LICENSE**

A separate license shall be required for each place of businesses within the Township. If a firm is located outside the Township but providing services subject to the Business Privilege Tax within the Township, that firm shall be required to obtain a license.

For further information on the Whitemarsh Township Business Taxes please visit the web-site at [www.whitemarshwp.org/financial/businesstaxes.asp](http://www.whitemarshwp.org/financial/businesstaxes.asp)

### **NOTICE**

You are entitled to receive a written explanation of you rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling **Tri-State Financial Group** at (610) 270-9520 during the office hours of 8:30 am to 4:30 pm, Monday through Friday.

All questions for clarification or help should be directed to:

**Tri-State Financial Group**  
**PO Box 38**  
**Bridgeport, PA 19405**  
**610-270-9520**

To access additional forms and the rules and regulation you may visit our web-site: [www.tfgtax.com](http://www.tfgtax.com)