2005 Tax Year Township of Wilkins Business Tax Return Account #

READ FRONT AND BACK BEFORE COMPLETING FORM

	Wholesale	Retail	Service**
1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A)	$	$	$
2) EXCLUSIONS (complete Schedule B on reverse side)			
3) TAXABLE GROSS RECEIPTS (Line 1- 2)			
4) TAX RATE	0.001	0.0015	0.002
5) TAX DUE (Line 3 x Line 4)			
6) INTEREST AND PENALTY (1% a mo) (Line 5 x rate)			
7) LICENSE FEE	None	None	None
8) TOTAL DUE (Line 5 + Line 6 + Line 7)			

Check # _____ Total Paid = COMBINE LINE 8 COLUMNS $_____

Signature: _____ Job Title: _____

PRINT NAME HERE: _____ Date _____/_____/_____

Phone # _____ Email: _____ Fax #_____

SCHEDULE A: HOW TO REPORT TOTAL GROSS REVENUE / VOLUME ON LINE 1 ABOVE

A1 If conducting business from a WILKINS location the entire 2004 calendar year, return is due 4 /15/05
Report Total Gross receipts generated by the WILKINS location for the 2004 calendar year
Use calendar year receipts even if the business has a year end other than December 31st

A2 If your business commenced in WILKINS after January 1 2004, a return is due APRIL 15 2005
Prorate your 2004 FIRST 30 DAYS gross receipts to 12 months.
$_____ 1ST 30 DAYS x ____months / 12 mo = $_____ report on Line 1

A3 If your business commenced in WILKINS during 2005, multiply the first 30 days receipts by the remaining months. **A return is due 40 days after the day of business in Wilkins**
$_____ 30 days x_____months + fractions =$_____ report on Line 1
Example: Start date 1/12/2005 first 30 calendar day receipts (01/12 to 2/10) x the remaining months 30 days=$10,000 x remaining months 11.4 months=$114,000 (date due 03/31/2005 example only)

A4 If your business in WILKINS is temporary or seasonal, your return is due 7 days from completion date.
Report your 2005 ACTUAL calendar year gross receipts without deductions. Report on Line 1
Start Date _____/_____/_____ Completion Date _____/_____/_____
Examples of documentation may include contract progress billing statements, receipt vouchers, etc.

FORM INSTRUCTIONS:

- BUSINESS PRIVILEGE = Service** Column – all gross receipts other than receipts subject to Mercantile Tax. Some Examples: commissions, finance/rental/lease income, contracting, warranties
- MERCANTILE= Wholesale/Retail Columns – receipts from the sale of tangible goods, food, beverages, or from a place of amusement. Some Examples: bowling alleys, pin ball machines. Use retail rate unless buyer is selling product again as is and not using or producing a different product.
- Complete and insert Gross Receipts / Volume from Schedule A and B on line l and 2 of form.

Submit a copy of documentation used to obtain amount reported on line 1 and line 2

- Line 6=1% per month is a combined rate of interest @ 6% per annum and penalty @ ½% per month
- Line 7 = Currently there is no License fee due.
- Checks should be made payable to "Municipality of Monroeville"
- Mail to: Wilkins Business Tax Office 2700 Monroeville Blvd Monroeville, PA 15146-2388

SCHEDULE B EXCLUSIONS FROM GROSS RECEIPTS	Wholesale	Retail	Service
B1 Interstate transactions (attach itemized breakdown)	$	|$	|$
B2 Manufacturing (attach Federal or PA exemption notification)		|	|
B3 Articles of own growth		|	|
B4 Sales returns and allowances (only if included in gross receipts)		|	|
B5 Trade discounts or adjustments to list price		|	|
B6 Federal tax on admissions/dues and retailers excise tax		|	|
B7 Liquid fuels tax – gasoline only		|	|
B8 Receipts of entity categorized as a public utility		|	|
B9 Commissions paid by a broker to another broker		|	|
B10 Tax receipts collected as a an agent for USA, PA, Wilkins		|	|
B11 Beer distributor – beer only		|	|
B12 Receipts not attributable to a WILKINS place of business Attach breakdown and list addresses		| |	| |
TOTAL EXCLUSIONS – Insert on reverse side line 2	$	|$	|$

IMPORTANT REMINDERS: This return does not contain all details and disclosures.
www.monroeville.pa.us contains detailed information, Ordinance 994, Tax Regulations, and forms.
Post mark at the post office BY APRIL 15TH* the return with appropriate documentation and payment.
* Due Date and tax form is different if business commenced in Wilkins in current year.
LOCAL LAW DOES NOT PROVIDE FOR AN EXTENSION OF TIME TO FILE.
It is recommended you file a tentative return WITH payment. Amend the return if necessary.
Any unpaid balance must include interest & penalty.
Before filing your return, make a copy of the return and documentation for your records.
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 the above web site or by contacting the Tax Office between 9:00 a.m. and 4:00 p.m.
Direct Inquiries to: montax@monroeville.pa.us Phone 412 856 3347 Facsimile 412 856 1054

IF YOU DO NOT HAVE AN ACCOUNT, SUBMIT WITH YOUR RETURN A REGISTRATION FORM. INCOMPLETE FORMS OR MISSING ACCOUNT # MAY BE TREATED AS FAILURE TO FILE RETURN.

COMPLETE THE FOLLOWING TO ENSURE PROPER PROCESSING OF THE RETURN
TAX IDENTIFICATION # _____ # of employees working in Wilkins _____
Description of Business Activity _____
Business operated as a: (circle one) Individual/Proprietor Partnership Corporation /LLC
Wilkins Location: _____
Explain any changes from last year: _____
Name / Address of new owner: _____
Mailing address for future correspondence: _____
_____If discontinued or sold provide date _____/_____/_____

January 1, 2009, Wilkins Board of Commissioners appointed Monroeville Tax Office to collect Business and Local Services Taxes for 2009 and prior years. Pennsylvania Municipal Services is still collecting Wilkins Earned Income Tax. THANK YOU for your cooperation during the transition.