



**KEYSTONE**  
collections group®

PO Box 489 • Irwin PA 15642

Phone: (724) 978-2867 • Fax: (412) 927-3646

KeystoneCollects.com

**CITY OF DUQUESNE**

**2024 MERCANTILE TAX**

**QUARTERLY RETURN**

**ACCOUNT #:** \_\_\_\_\_

Company name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**ATTACH SUPPORTING DOCUMENTATION OF GROSS RECEIPTS FOR EACH QUARTER.**

**FINAL QUARTER SUBMISSIONS: ATTACH THE 2024 FEDERAL TAX FORMS.**

Please check one of the following:

- 1<sup>st</sup> Quarter ends March 31, 2024 Due April 30, 2024
- 2<sup>nd</sup> Quarter ends June 30, 2024 Due July 31, 2024
- 3<sup>rd</sup> Quarter ends September 30, 2024 Due October 31, 2024
- 4<sup>th</sup> Quarter ends December 31, 2024 Due February 15, 2025

	TYPE OF BUSINESS	GROSS RECEIPTS	RATE	TAX DUE
1	Retail		0.0015	
2	Wholesale		0.001	
3	Total Tax Due (add lines 1 and 2)			
4	2% Discount if paid on or before due date (multiply line 3 by 0.02)			
5	6% Penalty if paid after due date (multiply line 3 by 0.06)			
6	1% Interest per month if paid after due date (multiply line 3 by 0.01 by number of months delinquent)			
7	<b>TOTAL AMOUNT DUE</b>	If paid on or before due date (subtract line 4 from line 3)		
		If paid after due date (add lines 3, 5, and 6)		

I declare under penalty of perjury that this return (including any accompanying schedule(s) and statement(s)) is true and correct.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Date Operation began in Municipality: \_\_\_\_\_

Physical Location of Business: \_\_\_\_\_

Please make check payable and remit to:

**Keystone Collections Group**  
**PO Box 489, Irwin PA, 15642**

**Phone: (724) 978-2867**  
**Toll Free: (888) 328-0561**  
**Fax: (412) 927-3646**

**NOTES:**

Normal business expenses are not to be used as exemptions.

If you have moved business from one municipality to another during the tax year, you may have incurred an additional liability in that municipality.

**FAQS****My locality imposes a Business Privilege/Mercantile Tax. What is this tax?**

- Your municipality or school district may impose a tax of each dollar of gross annual receipts for a business within the municipality or school district, whether for gain or profit including financial businesses, professions, vocations, services, construction, or other commercial activities.
- Some municipalities or school districts have a flat rate *Business Privilege Tax* not based on gross receipts. The requirements for your municipality or school district are listed on the business privilege tax return.

**What is the meaning of *Gross Receipts*?**

- For purposes of computing the tax, *Gross Receipts* means any cash, credits or property of any kind received in exchange for merchandise sold or services performed in business activity. Do not deduct costs of property or merchandise sold, materials, labor or services furnished or used, or interest or discount paid.

**What supporting documentation should I include when I file the Return?**

- Include a copy of any Federal documentation such as Schedule C, Form 1120 (S-Corp) or any like form used to file with the IRS. If your business does not have these forms, then provide other documentation used to determine gross receipts (such as your sales spreadsheet).