



**KEYSTONE**  
collections group®

PO Box 489 • Irwin PA 15642

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

KeystoneCollects.com

**BOROUGH OF ETNA**

**2024 MERCANTILE LICENSE APPLICATION FOR  
LICENSE YEAR JULY 7, 2024 TO JULY 5, 2025**

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

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

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

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

**UPON RECEIPT OF LICENSE APPLICATION WITH REMITTANCE FOR THE SAME, VALIDATED MERCANTILE LICENSE  
WILL BE RETURNED. A SEPARATE LICENSE IS REQUIRED FOR EACH PHYSICAL BUSINESS LOCATION WITHIN THE  
TAXING JURISDICTION.**

**License Fee Schedule**  
(Please check all that apply)

- |   |        |
|---|--------|
| <input type="checkbox"/> Retail   | \$2.00 |
| <input type="checkbox"/> Wholesale  | \$2.00 |
| <input type="checkbox"/> Restaurant   | \$2.00 |
| <input type="checkbox"/> All persons offering services as defined in Resolution | \$2.00 |

**Amount Remitted**                      \$ \_\_\_\_\_

If you believe your business does not require a License, state briefly why not.

\_\_\_\_\_  
\_\_\_\_\_

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**

**BUSINESS REQUIRED TO OBTAIN LICENSE:**

(a) The license and tax provisions of the Ordinance apply to:

1. Wholesale vendors of, or dealers, in goods, wares, merchandises, that is those persons who sell to vendors of or dealers in goods, wares, and merchandise.
2. Retail vendors of or dealers in goods, wares, and merchandise, that is, those persons who sell to others than vendors or dealers in goods, wares, and merchandise.
3. Brokers, that is, such persons as stock brokers, bill brokers, note brokers, exchange brokers, merchandise brokers, factors, commission brokers, real estate brokers, real estate agents, and pawnbrokers.
4. Persons conducting restaurants or other places where food, drink, or refreshments are sold.
5. Persons operating any business, shop, place, office, any place indoors or outdoors where the general public or a limited or selected number thereof may upon payment of any established price attend or engage in any amusement, entertainment, exhibition, contest, or recreation including among other places, theaters, opera houses, motion picture houses, amusement parks, stadia, baseball or football parks or fields, skating rinks, circus or carnival tents or grounds, fair grounds, bowling alleys, billiard or pool rooms, shuffle board rooms, nine or ten pin alleys, riding academies, golf courses, bathing and swimming places, dance halls, tennis courts, archery, rifle, or shotgun ranges and other like places.
6. Persons operating any business, shop, place, office or establishment wherein, whereat, or whereby any article or thing is repaired, restored, or altered or at which any trade is pursued, any personal work or labor is performed, or any services are offered to, or contracted, for or any professional services is rendered.

(b) The Resolution applies to concessionaires, who carry on any occupation or business which is described in any of the classifications described in (a), above.

(c) The Resolution applies whether the business is carried on by an individual, partnership, limited partnership, association or corporation.

(d) The Resolution applies not only to any business in existence at the beginning of the license year but also to any business begun within the license year.

(e) A person who business in part furnishing services and in part the sale of goods, wares, merchandise must comply with the license and tax provisions.

**DATE OF LICENSE**

If business is commenced during the year, a license must be obtained prior thereto. Licenses are not transferable.

**LICENSE FEE**

If you have more than one place of business, a license must be procured for each place of business in Etna Borough.