KEYSTONE
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PO Box 489 • Irwin PA 15642
KeystoneCollects.com

NORTH VERSAILLES TOWNSHIP
EAST ALLEGHENY SCHOOL DISTRICT
2025 BUSINESS PRIVILEGE & MERCANTILE TAX
FINAL RECONCILIATION
DUE DATE: APRIL 30, 2026
ACCOUNT #: _____

☐ **AMENDED RETURN**

Company Name: _____
Address: _____
City, State, Zip Code: _____

ATTACH SUPPORTING DOCUMENTATION OF GROSS RECEIPTS FOR 2025.

	TYPE OF BUSINESS	GROSS RECEIPTS	RATE	TAX DUE
1	Rentals		0.002	
2	Retail		0.0015	
3	Services		0.002	
4	Wholesale		0.001	
5	Annual Tax Due (add lines 1, 2, 3, and 4)			
6	Quarterly Payments			
7	Tax Due (subtract line 6 from line 5)			
8	10% Penalty if paid after due date (multiply line 7 by 0.1)			
9	0.5% Interest per month if paid after due date (multiply line 7 by 0.005 by number of months delinquent)			
10	**TOTAL AMOUNT DUE** (add lines 7, 8, and 9)			

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) 978-0300
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 tax 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 report gross receipts with the Federal or State taxing authorities. If your business does not have tax documentation, then provide other documentation used to determine gross receipts (such as your sales spreadsheet).

Do I need to file a tax return if I filed a Federal or State extension?

- There is no filing extension available for Business Privilege/Mercantile Tax. Penalty and interest accrual will not be forgiven on late filed returns. Businesses should make estimated payments until a tax return can be filed.