



OWEN J. ROBERTS SCHOOL DISTRICT

2021 FINAL RECONCILIATION

2022 ESTIMATE

MERCANTILE TAX RETURN

DUE DATE: MAY 31, 2022

Name: _____

Address: _____

MUNICIPALITY: _____

ATTACH 2021 FEDERAL TAX FORMS FOR SUPPORTING DOCUMENTATION OF GROSS INCOME, GROSS SALES, OR GROSS RECEIPTS

COMPUTATION OF GROSS RECEIPTS – SEE BACK OF RETURN

2021 FINAL RECONCILIATION

	TYPE OF BUSINESS	GROSS RECEIPTS	EXEMPTIONS	TAXABLE RECEIPTS	RATE	TAX DUE
1	Retail				0.00075	
2	Wholesale				0.0005	
3	Total Tax (add lines 1 and 2; if total due is less than \$10.00, enter \$10.00)					
4	Credit or last year's estimated payment (excluding penalty & interest)					
5	Net Tax Due (subtract line 4 from line 3)					
6	10% Penalty if paid after May 31 (multiply line 5 by 0.1)					
7	1% Interest per month if paid after May 31 (multiple line 5 by 0.01 by number of months delinquent)					
8	SUBTOTAL (add lines 5, 6, and 7)					

2022 ESTIMATE

	TYPE OF BUSINESS	GROSS RECEIPTS	EXEMPTIONS	TAXABLE RECEIPTS	RATE	TAX DUE
9	Retail				0.00075	
10	Wholesale				0.0005	
11	Tax Due (add lines 9 and 10; if total due is less than \$10.00, enter \$10.00)					
12	10% Penalty if paid after May 31 (multiply line 11 by 0.1)					
13	1% Interest per month if paid after May 31 (multiple line 11 by 0.01 by number of months delinquent)					
14	SUBTOTAL (add lines 11, 12, and 13)					
15	TOTAL AMOUNT DUE (add lines 8, and 14)					

I declare under the 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
P.O. Box 489, Irwin, PA 15642**

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

COMPUTATION OF GROSS RECEIPTS

If in business for entire year of 2021, enter total gross receipts for 2021.	\$
If business commenced between January 2, 2021 and December 31, 2021, indicate starting date (____/____/____), determine the average monthly gross receipts for 2021 (_____) and multiply by 12.	\$
If business commenced in 2022, indicate starting date (____/____/____), multiply your first month's volume (_____) by the number of months from starting date to December 31, 2022.	\$
If temporary, itinerant, or seasonal, report actual gross volume within seven days of completion of business.	\$

NOTES:

Normal business expenses are not to be used as exemptions.

The minimum payment due for the Annual Mercantile License Tax shall be \$10.00 for each place of business. If your calculated tax due is less than \$10.00, you must report your tax liability as \$10.00

Please provide a description if you are claiming any exemptions:

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

FAQS

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

- Your municipality or school district may impose a tax on 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* mean 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).