KEYSTONE
collections group
PO Box 489 • Irwin PA 15642
Phone: (724) 978-2867 • Fax: (412) 927-3646
KeystoneCollects.com

CITY OF SHAMOKIN
SHAMOKIN AREA SCHOOL DISTRICT
2025 BUSINESS PRIVILEGE & MERCANTILE TAX
ANNUAL RETURN

DUE DATE: APRIL 15, 2025
ACCOUNT#: _____

Company name:_____

Street Address:_____

City, State, Zip Code:_____

ATTACH 2024 FEDERAL TAX FORMS FOR SUPPORTING DOCUMENTATION OF GROSS RECEIPTS.

COMPUTATION OF GROSS RECEIPTS

If in business for entire year of 2024, enter total gross receipts for 2024.	$
If business commenced between January 1, 2024 and December 31, 2024, indicate starting date (____/____/_____), determine the average monthly gross receipts for 2024 (_____) and multiply by 12. If business was operational for fewer than 90 days in 2024, they shall be permitted to use sufficient days at the start of 2025 to equal 90 successive days after commencement to take a monthly average of gross receipts.	$
If business commenced between January 1, 2025 and October 1, 2025 indicate starting date (____/____/_____), determine the average monthly gross receipts for the first 3 months of business (_____) and multiply by the number of months from commencement to the end of 2025 (____).	$
If business commenced after October 1, 2025, indicate starting date (____/____/_____), use the actual amount of gross receipts generated from time of commencement to end of 2025.	$
If temporary, itinerant, or seasonal, report actual gross volume within seven days of completion of business.	$

	TYPE OF BUSINESS	GROSS RECEIPTS	RATE	TAX DUE
1	Rentals		0.0015	
2	Retail		0.0015	
3	Services		0.0015	
4	Wholesale		0.001	
5	Tax Due (add lines 1, 2, 3, and 4)			
6	10% Penalty if paid after April 15 (multiply line 5 by 0.1)			
7	0.5% Interest per month if paid after April 15 (multiply line 5 by 0.005 by number of months delinquent)			
8	**TOTAL AMOUNT DUE** (add lines 5, 6, and 7)			

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 the total gross receipts reported on your Business Privilege Tax return is not the same as the total gross receipts reported on your Federal Income Tax return, attach an explanation of the difference to this return.

The return and tax are both due within 100 days of business commencement if business commenced after January 1, 2025.

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).