



**KEYSTONE**  
collections group®

PO Box 489 • Irwin PA 15642

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

KeystoneCollects.com

**SHARPSBURG BOROUGH**

**2024 BUSINESS PRIVILEGE TAX**

**ANNUAL RETURN**

**DUE DATE: APRIL 15, 2024**

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

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

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

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

**ATTACH 2023 FEDERAL TAX FORMS FOR SUPPORTING DOCUMENTATION OF GROSS RECEIPTS.**

**COMPUTATION OF GROSS RECEIPTS**

If in business for entire year of 2023, enter total gross receipts for 2023.	\$
If not in business for entire year of 2023, enter starting date (____/____/____) and ending date (____/____/____) of operations. Enter total gross receipts for period.	\$

	TYPE OF BUSINESS	GROSS RECEIPTS	EXEMPTIONS	TAXABLE RECEIPTS	RATE	TAX DUE
1	Rentals				0.0015	
2	Services				0.0015	
3	Total Tax (add lines 1 and 2)					
4	Deduct Local Services Tax Paid [Do not deduct amount withheld from employees' payroll; Individuals Only]					
5	Net Tax Due (subtract line 4 from line 3)					
6	10% Penalty if paid after April 15 (multiply line 5 by 0.1)					
7	1% per month Interest if paid after April 15 (multiply line 5 by 0.01 by number of months delinquent)					
8	<b>TOTAL AMOUNT DUE</b> (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.

Residential rental unit owners with no more than 1 residential rental unit are not required to pay this tax. However, you must provide a return with supporting documentation.

Residential rental unit owners with 2 or more residential rental units are required to pay this tax.

All residential rental owners are required to pay a license fee, regardless of the amount of rental units.

Please provide a description if you are claiming any exemptions:

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

**EXCLUSIONS**

1. Receipts by non-profit organizations and associations organized for religious, charitable, or educational purposes.
2. Business receipts attributed to the sale of goods, wares, and merchandise.
3. The receipts of any public utility, operating under the rules and regulations of the Pennsylvania Public Utility Commission, derived from supplying services at rates specified in tariffs.
4. Receipts from transactions in foreign commerce.
5. Trade discounts i.e., discounts deducted from face of the bill as a medium of adjusting the list price.
6. Refunds, credits, and allowances on account of defects in the performance of services.

**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).