

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

**ATTACH SUPPORTING DOCUMENTATION OF GROSS RECEIPTS FOR 2025.**

**COMPUTATION OF GROSS RECEIPTS**

If in business for entire year of 2025, enter total gross receipts for 2025.	\$
If not in business for entire year of 2025, 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 - MAX \$52.00]					
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% Interest per month 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) 978-0300**  
**Fax: (412) 927-3646**

**NOTES:**

Normal business expenses are not to be used as exemptions.

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 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.