



**SHARPSBURG BOROUGH**  
**2022 MERCANTILE TAX**  
**ANNUAL RETURN**  
**DUE DATE: AUGUST 31, 2022**

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

**COMPUTATION OF GROSS RECEIPTS**

If in business for entire year of 2021, enter total gross receipts for 2021.	\$
If not in business for entire year of 2021, indicate 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	Place of Amusement				0.0015	
2	Restaurant				0.0015	
3	Retail				0.0015	
4	Wholesale				0.001	
5	Total Tax Due (add lines 1, 2, 3, and 4)					
6	10% Penalty if paid after August 31 (multiply line 5 by 0.1)					
7	1% Interest per month if paid after August 31 (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 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**

**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 tax liability to that municipality.

**EXEMPTIONS**

1. Non-profit corporations and associations organized for religious, charitable, or educational purposes.
2. All hawkers or peddlers licensed under law of this Commonwealth.
3. Service trades such as barbers, laundries and cleaning and dyeing establishments, except to the extent that a part of their business may consist of the sale of goods, wares, and merchandise.
4. Beer Distributor (BEER ONLY)

**EXCLUSIONS**

1. Sales returns and allowances for damaged or defective goods, provided such items have been included in gross sales.
2. Trade discounts, i.e., discounts deducted from the face of the bill as a medium of adjusting the list price.
3. The following Federal and state excise taxes may be excluded from the gross volume of business, provided such taxes are separately stated on the evidence of charge or sale.
  - a. Federal Tax on Admissions and Dues
  - b. Federal Retailers Excise Tax on Jewelry, furs, and fur articles, toilet preparations and luggage.
  - c. Pennsylvania Liquid Fuels Tax (GASOLINE ONLY)
  - d. Pennsylvania Sales Tax (RETAIL ONLY)

**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).