



KEYSTONE
collections group®

PO Box 489 • Irwin PA 15642

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

KeystoneCollects.com

WASHINGTON SCHOOL DISTRICT
BUSINESS WITHIN EAST WASHINGTON BOROUGH)
2025 MERCANTILE TAX
QUARTERLY RETURN
ACCOUNT#: _____

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

ATTACH SUPPORTING DOCUMENTATION OF GROSS RECEIPTS FOR EACH QUARTER.

FINAL QUARTER SUBMISSIONS: ATTACH THE 2025 FEDERAL TAX FORMS.

Please check one of the following:

- | | |
|--|----------------------|
| ☐ 1 st Quarter ends March 31, 2025 | Due April 30, 2025 |
| ☐ 2 nd Quarter ends June 30, 2025 | Due July 31, 2025 |
| ☐ 3 rd Quarter ends September 30, 2025 | Due October 31, 2025 |
| ☐ 4 th Quarter ends December 31, 2025 | Due January 31, 2026 |

	TYPE OF BUSINESS	GROSS RECEIPTS	RATE	TAX DUE
1	Retail		0.00075	
2	Wholesale		0.0005	
3	Total Tax Due (add lines 1 and 2)			
4	1% Penalty per month if paid after due date (multiply line 3 by 0.01 by number of months delinquent)			
5	0.5% Interest per month if paid after due date (multiply line 3 by 0.005 by number of months delinquent)			
6	TOTAL AMOUNT DUE (add lines 3, 4, and 5)			

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 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).