

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 2, 2024 and December 31, 2024, indicate starting date (____/____/____), multiply your first full month's volume (_____) by 12.	\$
If business commenced in 2025, indicate starting date (____/____/____), multiply your first full month's volume (_____) by the number of months from starting date to December 31, 2025.	\$
If temporary, itinerant, or seasonal, report actual gross volume within seven days of completion of business.	\$

	TYPE OF BUSINESS	GROSS RECEIPTS	EXEMPTIONS	TAXABLE RECEIPTS	RATE	TAX DUE
1	Rentals				0.002	
2	Retail				0.0015	
3	Services				0.002	
4	Wholesale				0.001	
5	Total Tax (add lines 1, 2, 3, and 4)					
6	Deduct Local Services Tax Paid [Do not deduct amount withheld from employees' payroll - MAX \$\$52.00 for owner only]					
7	Reconciliation (for new businesses): Deduct last year's estimated payment					
8	Net Tax Due (add lines 6, and 7 then subtract from line 5)					
9	0.5% Penalty per month if paid after April 15 (multiply line 8 by 0.005 by number of months delinquent)					
10	0.5% Interest per month if paid after April 15 (multiply line 8 by 0.005 by number of months delinquent)					
11	TOTAL AMOUNT DUE (add lines 8, 9, and 10)					

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.

Please provide a description if you are claiming any exemptions:

If business commences in 2025, the return is due the last day of the month after the first full month of business.

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 documents 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).