2017 TAX YEAR

BOROUGH OF PITCAIRN Mercantile Tax Return

Account #

READ THOROUGHLY BEFORE COMPLETING FORM IF YOU DO NOT HAVE AN ACCOUNT, SUBMIT WITH YOUR RETURN A REGISTRATION FORM.

TAX IDENTIFICATION # # of employees working in Pitcairn Description of Business Activity Check one: Business operated as Individual/Proprietor Partnership Corporation or LLC NAME ADDRESS	Description of Business Activity Check one: Business operated as Individual/Proprietor Partnership Corporation or LL NAME ADDRESS ADDRESS CTTY / ST / ZIP Wholesale Retail	INCOMPLETE FORMS OR MISSIN	G ACCOUNT # MAY BE T	REATED AS FAILU	JRE TO FILE RETURN.		
Description of Business Activity Check one: Business operated as	Description of Business Activity Check one: Business operated as Individual/Proprietor Partnership Corporation or LL NAME ADDRESS ADDRESS CTTY / ST / ZIP Wholesale Retail	TAX IDENTIFICATION #	# of employees working in Pitcairn				
NAME ADDRESS	NAME ADDRESS	Description of Business Activity					
ADDRESS CITY / ST / ZIP	ADDRESS CITY / ST / ZIP	Check one: Business operated as	Individual/Proprietor	Partnership	Corporation or LLC		
ADDRESS CITY / ST / ZIP	ADDRESS CITY / ST / ZIP				NAME		
CITY / ST / ZIP	Wholesale Retail 1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A) \$ \$ 2) EXCLUSIONS (complete Schedule B)				NAME		
Wholesale Retail	CITY / ST / ZIP Wholesale Retail						
1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A) \$ \$ \$ \$ \$ \$ \$ \$ \$	1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A) \$ \$ \$ \$ \$ \$ \$ \$ \$						
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3) TAXABLE GROSS RECEIPTS (Line 1 – Line 2) 4) TAX RATE 0.001 0.0015 5) TAX DUE (Line 4 x Line 5) 6) INTEREST AND PENALTY (1% a mo) (Line 5 x %) 7) ADD 2017 LICENSE FEE IF NOT ALREADY PAID 8) TOTAL DUE (Line 5 + Line 6 + Line 7)	3) TAXABLE GROSS RECEIPTS (Line 1 – Line 2) 4) TAX RATE 5) TAX DUE (Line 4 x Line 5) 6) INTEREST AND PENALTY (1% a mo) (Line 5 x %) 7) ADD 2017 LICENSE FEE IF NOT ALREADY PAID 8) TOTAL DUE (Line 5 + Line 6 + Line 7) Check # Total Paid = COMBINE LINE 8 COLUMNS \$ Signature: PRINT NAME HERE: PRINT NAME HERE: Phone # Email: Submit a copy of documentation used to obtain amount reported on line 1 and 2 SCHEDULE A LINE 1: HOW TO REPORT TOTAL GROSS REVENUE / VOLUME A1 If conducting business from a PITCAIRN location the entire 2016 year, file by April 15, 2017 Report total gross receipts generated by the PITCAIRN location for the 2016 calendar year on line Use calendar year receipts even if the business has a year end other than December 31st A2 If business commenced in PITCAIRN after January 1 2016, a return is due April 15, 2017 Multiply your first 30 days gross receipts from 2016 x 12 months. x 12 months = \$ report on Line 1 A3 If business commenced in PITCAIRN during 2017, The return is due 40 days from the start day multiply the first 30 days receipts by the remaining months. 2017 START DATE	1) TOTAL GROSS RECEIPTS/VOLU	ME (Schedule A) \$				
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PRINT NAME HERE:	PRINT NAME HERE: Email: Fax #	Signature:	Jol	b Title:			
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Example: If start date is January 12, use Jan 12 to Feb 11 gross receipts x the remaining months							
If the 20 days receipts is \$100 v remaining 11.67 months - \$1.167. March 31, 2017 would be the due date	<u>Example</u> : If start date is January 12, use Jan 12 to Feb 11 gross receipts x the remaining months	Example: If start date is Janua	ary 12, use Jan 12 to Feb 11	gross receipts x the	e remaining months		
if the 30 days receipts is \$100 x remaining 11.07 months = \$1,107. March 31, 2017 would be the due date.	If the 30 days receipts is $$100 \text{ x}$ remaining $11.67 \text{ months} = $1,167$. March $31,2017$ would be the due date.						
A 4. If hydrogo in DITCAIDN is temporary or seesand file notions within 7 days from a result in 1.	A4 If hysiness in DITCAIDN is temporary or seemed file network within 7 3 from 1 14.	A / If business in DITC / IDN in /	nonemy on gassanal 1914	7 3 C	uom oomulation Jete		
A4 If business in PITCAIRN is temporary or seasonal, file return within 7 days from completion date. Penert your 2017 ACTUAL calendar year gross receipts without deductions. Penert on Line 1.	_ ,						
Report your 2017 ACTUAL calendar year gross receipts without deductions. Report on Line 1 Start Date// Completion Date//							
Competion Date	Examples of documentation may include contract progress billing statements, receipt vouchers, etc.						

SCHEDULE B: EXCLUSIONS FROM GROSS RECEIPTS - Report total on Line 2 of page one

	Wholesale	Retail
B 1) Interstate transactions - attach breakdown	\$	\$
B 2) Manufacturing - attach federal or PA exemption		
B 3) Articles of own growth		
B 4) Sales returns and allowances-if included in gross receipts	s	
B 5) Trade discounts or Service Receipts		
B 6) Excise tax / federal tax on admissions/dues		
B 7) Liquid fuels tax - gasoline only		
B 8) Receipts of entity categorized as a public utility		
B 9) Commissions paid by a broker to another broker		I
B10) Tax receipts collected as an agent for USA or PA		
B11) Beer distributor		T.
B12) Receipts attributable to locations outside of Pitcairn		1
attach breakdown and list addresses		

PITCAIRN COUNCIL AUTHORIZED THE MUNICIPALITY OF MONROEVILLE TO COLLECT MERCANTILE TAX FOR THE BOROUGH OF PITCAIRN BEGINNING JANUARY 1, 2006.

INSTRUCTIONS:

❖ Line 1 and 2: Complete and insert Gross Receipts / Volume from Schedule A and B Allocate amounts between applicable columns.

Submit a copy of documentation used to obtain amount reported on line 1 and line $\boldsymbol{2}$

- Line 6 = 1% per month is a combined rate of interest @ 6% per annum and penalty @ $\frac{1}{2}\%$ per month.
- ❖ Line 7 = \$5 per location in Pitcairn when reporting receipts for only one tax type.
 \$10 for each location reporting gross volume or receipts from wholesale and retail activities.
- Checks should be made payable to "Municipality of Monroeville."
- ❖ Post mark at the post office BY **APRIL 15, 2017**. Submit the return with appropriate payment and documentation. Due Date is different if business commenced in Pitcairn in current year.
- ❖ Mail to: Business Tax Office 2700 Monroeville Blvd Monroeville, PA 15146-2388.

<u>Direct Inquiries to:</u> <u>montax@monroeville.pa.us</u> Phone 412 856 3347 Facsimile 412 856 1054 <u>www.monroeville.pa.us</u> provides detailed information for Pitcairn Tax Ordinances since this return does not contain all details and disclosures.

LOCAL LAW DOES NOT PROVIDE FOR AN EXTENSION OF TIME TO FILE.

It is recommended you file a tentative return WITH payment then amend the return if necessary. Any unpaid balance must include interest & penalty.

Definition of tax type:

WHOLESALE/RETAIL = Mercantile: Sale of tangible goods, commodities, food, beverages, or a place of amusement Examples include: merchandise, theaters, amusement parks, bowling alleys, and pin ball machines

TAXPAYERS BILL OF RIGHTS DISCLOSURE STATEMENT: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes from www.monroeville.pa.us or the Tax Office between 9 a.m. and 4 p.m.