

IMPORTANT NOTICE

- NEW TAX FORMS – BUSINESS PRIVILEGE AND MERCANTILE TAX ARE NOW LISTED ON ONE TAX FORM
- NEW SEPARATE FORM FOR LICENSES FOR BUSINESS PRIVILEGE AND MERCANTILE. ONCE PAYMENT IS RECEIVED THE LICENSE WILL BE MAILED.
- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2021**. ALL RETURNS ARE TO BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED.
- ANY TAX FORMS RECEIVED AFTER MAY 31, 2021 WILL BE SUBJECT TO PENALTY AND INTEREST LISTED ON THE TAX FORMS.
- **BUSINESS PRIVILEGE LICENSES AND TAXES ARE REQUIRED FOR ALL HOME OFFICE WORKERS – RESIDENTS THAT ARE WORKING FROM THEIR HOME.** GROSS RECEIPTS EQUAL THE APPORTIONMENT OF SALARY, COMMISSION, BONUSES, ETC.
- SEPARATE CHECKS ARE REQUIRED FOR ALL TYPES OF TAXES – LICENSES, TAX RETURNS AND LST (LOCAL SERVICE TAX) PAYMENTS. **CHECKS CAN NOT BE COMBINED**
- ACCOUNT NUMBER AND ADDRESS MUST BE TYPED IF NOT USING OUR PREPRINTED FORMS. YOU MUST PROVIDE YOUR EIN OR SS# AND PHONE NUMBER. ALL FORMS MUST HAVE SIGNATURE, PRINTED NAME, OFFICIAL TITLE AND DATE.
- IF YOU ARE NOT SURE ON WHICH LICENSE BOX TO CHECK PLEASE CONTACT OUR OFFICE
- **ALL APPLICATIONS RECEIVED BLANK OR NOT COMPLETED IN FULL WILL BE RETURNED.**
- ANY COMPANY THAT DOESN'T APPLY FOR AN ANNUAL LICENSE COULD BE FINED
- COMING LATE JULY 2021, PAYMENTS CAN BE MADE ONLINE THROUGH E-CHECKS FOR AN ADDITIONAL \$1.95 CONVENIENCE FEE.
- COMING THE END OF SUMMER 2021, ONLINE CREDIT CARD PAYMENTS WILL BE AVAILBLE. PLEASE CHECK OUR WEBSITE FOR UPDATES.

SPRINGFIELD TOWNSHIP
50 POWELL ROAD
SPRINGFIELD, PA 19064
610-544-1300

www.springfielddelco.org

Anne Marie Pellegrino – Business Tax
610-544-1300 Ext 130

SPRINGFIELD TOWNSHIP – DELAWARE COUNTY – OFFICE OF BUSINESS TAXES

2021

ACCOUNT # _____ PLEASE INDICATE IF NEW BUSINESS _____ DATE OF OPERATION _____

NAME AND ADDRESS OF TRUE OWNERS:

NAME AND ADDRESS OF BUSINESS:

[Empty box for true owners name and address]

[Empty box for business name and address]

E.I.N./SSN# _____ PHONE NUMBER: _____

Business Type: Incorporated () LLC () Individual () Other () _____

Nature of Business: _____

Do you own or lease the location(s) of business? _____

If leased: name and address of owner: _____

Has business been terminated, list date of termination: _____

New owner's name, address and phone number: _____

Number of employees: _____

If this is a rental property, do you sub-lease portions to other businesses: _____

Name, address, phone of sub-lessor: _____

If exempt: Please state detail of exemption and provide copy of exemption, and or special government rulings. **EXEMPT BUSINESSES ARE STILL REQUIRED TO PAY FOR A BUSINESS PRIVILEGE LICENSE**

Mark "X" in box(s) for each kind of license that you are applying for:

License Fees

- () Mercantile License – Retail / Wholesale / Trade **\$50.00**
- () Mercantile License – Restaurant / Food / Drink **\$50.00**
- () Business Privilege License (Service Work) **\$50.00**
- () Business Privilege License (Payroll only) W-2 Employee working from home **\$50.00**
- () Business Privilege License - Rental Properties **\$50.00**
- () Contractor – Business Privilege License (Location in Springfield Township) **\$50.00**

_____ Number of Boxes Checked @ \$50.00 each **TOTAL AMOUNT DUE** \$ _____

DO NOT COMBINE LICENSE FEE WITH OTHER TAX PAYMENTS

License Fee Due – May 31, 2021

Make checks payable and mail to:

Springfield Township

50 Powell Road

Springfield, PA 19064

Attn: Business Tax Office

Phone: 610-544-1300

www.springfielddelco.org

Name of Applicant _____

Signature _____

Official Title _____

Date _____