

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 _____

MERCANTILE & BUSINESS PRIVILEGE TAX RETURN FOR 2021	SPRINGFIELD TOWNSHIP 50 POWELL ROAD SPRINGFIELD, PA 19064 610-544-1300 www.springfielddelco.org	SEPARATE RETURN REQUIRED FOR EACH PLACE OF BUSINESS TAX DUE MAY 31, 2021 NO EXTENSIONS
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IMPORTANT: This return must be filed with full remittance on or before due date in order to avoid penalties and interest. Make check payable to: Springfield Township.

Business Name, Address and Phone Number	A	ACCOUNT # _____
		EIN # _____
		AMENDED RETURN <input type="checkbox"/>
		FINAL RETURN <input type="checkbox"/>
		DATE BUSINESS TERMINATED _____

If A RENTAL LIST ADDRESS:

B ESTIMATED TAX FOR 2021	GROSS RECEIPTS	TAX RATE	TAX COMPUTATIONS
B1. Estimated RETAIL sales	B1 _____	.0015	B1 _____
B2. Estimated WHOLESale sales	B2 _____	.001	B2 _____
B3. Estimated TRADE sales	B3 _____	.00075	B3 _____
B4. Estimated SERVICE-Business Privilege and/or RENTAL gross receipts	B4 _____	.003	B4 _____
TOTAL B: SUM OF SECTION B			B _____

C FINAL TAX FOR 2020 RECONCILIATION	GROSS RECEIPTS	TAX RATE	TAX COMPUTATIONS
C1. Actual RETAIL sales	C1 _____	.0015	C1 _____
C2. Actual WHOLESale sales	C2 _____	.001	C2 _____
C3. Actual TRADE sales	C3 _____	.00075	C3 _____
C4. Actual SERVICE-Business Privilege and/or RENTAL gross receipts	C4 _____	.003	C4 _____
C5. Less exclusions or exemptions (Ord. #1024, Sec. 204). Please submit detailed supporting schedule DOCUMENTATION TO SUPPORT GROSS RECEIPTS MUST BE ATTACHED			C5 (_____)
TOTAL C: SUM OF SECTION C			C _____

D TAX DUE	
D1. Total tax payable (sum of TOTAL of lines B and C)	D1 _____
D2. LESS ESTIMATED TAX PAYMENT FROM 2019 RETURN	D2 (_____)
D3. DEBIT/CREDIT FROM PRIOR YEAR RETURN	D3 _____
TOTAL D: SUM OF SECTION D	D _____

E PENALTY AND INTEREST	
E1. Penalty (10% of line D starting with JUNE)	E1 _____
E2. Interest (1% per month late of line D starting JUNE)	E2 _____

LATE TAX FORMS WILL BE RETURNED IF NOT COMPLETED TOTAL E: Sum of lines E1+E2 **E** _____

TOTAL DUE: SUM OF LINES D AND E _____

I DECLARE UNDER PENALTY OF LAW, THAT ALL STATEMENTS HEREIN AND/OR IN SUPPORTING SCHEDULES ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

	Signature	
Signature of Person Preparing-If other than Taxpayer	Official Title	(Owner, Partner, President, etc.)
Name and address of Preparer's Firm	Date	