

**MERCANTILE TAX RETURN**

**2019**

**TOWNSHIP OF SPRINGFIELD**  
50 Powell Road  
Springfield, PA 19064  
610-544-1300

**DUE 5/31/19**

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Name(s) of True Owners \_\_\_\_\_

Owner's Address(es) \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Type of Business \_\_\_\_\_

**QUESTIONS**

**(Answer fully – use extra sheet if necessary)**

- 1. Is this return based on a full year?     Yes     No
- 2. Date business started \_\_\_\_\_
- 3. If you terminated your business, give date \_\_\_\_\_
- 4. Do you lease any departments to others?     Yes     No    If "yes", submit schedule showing details.
- 5. Number of employees at this location \_\_\_\_\_

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

Signature \_\_\_\_\_

Official Title \_\_\_\_\_ Date \_\_\_\_\_

(OWNER, PARTNER, PRESIDENT, ETC.)

\_\_\_\_\_  
SIGNATURE OF PERSON PREPARING RETURN – IF OTHER THAN TAXPAYER

\_\_\_\_\_  
NAME AND ADDRESS OF PREPARER'S FIRM

\_\_\_\_\_  
TELEPHONE #

↓ **(PLEASE DETACH YOUR LICENSE BELOW AT THE PERFORATION)** ↓

**SPRINGFIELD TOWNSHIP – MERCANTILE LICENSE**

**2019**

Account No. \_\_\_\_\_

(Valid May 31, 2019 to May 31, 2020)

*This license is to be conspicuously displayed upon payment and is valid only for the above named business and is issued in accordance with Ordinance No. 850, adopted November 24, 1970, as amended, by the Township of Springfield, Delaware County, PA.*

  
\_\_\_\_\_  
TOWNSHIP MANAGER

**PART "A" 2018 TAX REPORT**

(M)

- 1. Estimated gross receipts for 2018 ..... \$ \_\_\_\_\_
- 2. Actual gross receipts for 2018 calendar year ..... \$ \_\_\_\_\_
- PLEASE ATTACH APPROPRIATE COPY OF FEDERAL TAX FORM SUPPORTING GROSS RECEIPTS FIGURE**
- 3. Less exclusions or exemptions (Ord. #850, Sec. 129.51 + .53)  
Detailed supporting schedule must be attached to be valid.....(\$ \_\_\_\_\_)
- 4. Total receipts upon which tax is payable ..... \$ \_\_\_\_\_
- 5. Amount of tax due:
  - A. WHOLESALE  
Gross Receipts \$ \_\_\_\_\_ Tax 1 mill (.001) ..... \$ \_\_\_\_\_
  - B. RETAIL  
Gross Receipts \$ \_\_\_\_\_ **TAX 1 1/2 mills (.0015)**..... \$ \_\_\_\_\_
  - C. TRADE RESALES  
Gross Receipts \$ \_\_\_\_\_ Tax 3/4 mill (.00075) ..... \$ \_\_\_\_\_
  - D. TOTAL TAX DUE FOR 2018 (line 5A, 5B & 5C)..... \$ \_\_\_\_\_

**CREDITS**

- 6. 2018 **Estimated Tax** payment (Do not include penalty and interest) Same as **line #9D** on 2018 tax form.....(\$ \_\_\_\_\_)
- 7. Balance Due (or Credit) – line #5D minus line #6 for year ending December 31, 2018 ..... \$ \_\_\_\_\_

**PART "B" 2019 TENTATIVE REPORT**

- 8. Total estimated gross receipts. This figure should not be less than line #4 above  
(if line #4 is not a 12 month figure, project a 12 month figure)..... \$ \_\_\_\_\_
- 9. Total estimated tax due for 2019:
  - A. WHOLESALE  
Gross Receipts \$ \_\_\_\_\_ Tax 1 mill (.001) ..... \$ \_\_\_\_\_
  - B. RETAIL  
Gross Receipts \$ \_\_\_\_\_ **TAX 1 1/2 mills (.0015)**..... \$ \_\_\_\_\_
  - C. TRADE RESALES  
Gross Receipts \$ \_\_\_\_\_ Tax 3/4 mill (.00075) ..... \$ \_\_\_\_\_
  - D. TOTAL ESTIMATED TAX DUE FOR 2019 (line 9A, 9B & 9C) ..... \$ \_\_\_\_\_
- 10. Total Tax Due: (Add line #7 + line #9D. If line #7 is a credit, subtract from line #9D) ..... \$ \_\_\_\_\_
- 11. Penalty & Interest
  - (a) Penalty (10% of line #10 after **June 1**) ..... \$ \_\_\_\_\_
  - (b) Interest (1% per each month late of line #10 starting with **June**) ..... \$ \_\_\_\_\_
- 12. **LICENSE FEE** - 2019 - Fifty Dollars..... \$ **50.00**
- 13. TOTAL TAX & LICENSE FEE DUE (line #10 + line #12, plus Penalty and Interest, if applicable) ..... \$ \_\_\_\_\_

**INSTRUCTIONS**

- 1. Fiscal year taxpayers must submit a schedule converting activity to a calendar year. Consolidated or combined return filers must show their 12 month gross receipts. (Jan.-Dec.) Computerized sales reports, manually prepared summaries and gross receipts portion of full year profit and loss statements would be acceptable.
- 2. This form must be prepared in its entirety. If not applicable, so state. Extensions are not accepted.
- 3. If your business is subject to both Business Privilege and Mercantile Tax, please send **SEPARATE CHECKS** for each amount due.
- 4. NOTE – Federal excise taxes and the Pennsylvania Liquid Fuels Tax may be excluded from the gross receipts, provided such taxes are separately stated on the evidence of charge or sale.

**RETURN DUE  
MAY 31, 2019**

**THIS RETURN MUST BE FILED EACH YEAR AND THE TAX/LICENSE PAID IN FULL ON OR BEFORE MAY 31. MAKE CHECK OR MONEY ORDER PAYABLE TO: SPRINGFIELD TOWNSHIP. MAIL TO: BUSINESS TAX OFFICE, 50 POWELL ROAD, SPRINGFIELD, PA 19064.**