

IMPORTANT NOTICE

- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2023**.
- **ALL RETURNS MUST BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED. TAX RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- ANY TAX FORMS RECEIVED AFTER **MAY 31, 2023** WILL BE SUBJECT TO PENALTY AND INTEREST LISTED ON THE TAX FORMS. FORMS RECEIVED AFTER THAT DATE WITHOUT PENALTY AND INTEREST WILL BE RETURNED. PENALTY IS A FLAT RATE OF 10% AND INTEREST IS 1% PER MONTH THAT YOU ARE LATE STARTING WITH MONTH JUNE.
- THERE ARE **NO** EXTENSIONS. **WE DO NOT FOLLOW IRS EXTENSIONS.**
- **HOME OFFICE WORKERS – RESIDENTS THAT ARE WORKING FROM THEIR HOME ARE REQUIRED TO PAY FOR A BUSINESS PRIVILEGE LICENSE AND TAXES.** GROSS RECEIPTS EQUAL THE APPORTIONMENT OF SALARY, COMMISSION, BONUSES, ETC. YOU WILL USE THE BUSINESS PRIVILEGE-SERVICE TAX RATE. **SUPPORTING DOCUMENTATION IS REQUIRED.**
- **CONTRACTORS PLEASE NOTE – YOU ARE BUSINESS PRIVILEGE-SERVICE TAX RATE ON THE TAX FORM, NOT TRADE. TRADE RATE APPLIES TO CAR DEALERSHIP ONLY. FOR OUT OF TOWNSHIP CONTRACTORS, YOU ARE REQUIRED TO PAY ON WORK DONE IN THE TOWNSHIP IF YOU WORKED A CUMULATIVE OF 15 DAYS PER YEAR IN OUR TOWNSHIP.**
- **RENTALS – SUPPORTING DOCUMENTATION IS REQUIRED LISTING RENTAL INCOME. TAX RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- **MERCANTILE & BUSINESS PRIVILEGE COMPANIES – SUPPORTING DOCUMENTATION OF GROSS RECEIPTS IS REQUIRED. RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- 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.
- **ALL APPLICATIONS RECEIVED BLANK OR NOT COMPLETED IN FULL WILL BE RETURNED.** SUBJECT TO PENALTY & INTEREST IF RESUBMITTED AFTER MAY 31ST.

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

www.springfielddelco.org

Anne Marie Pellegrino – Business Tax

610-544-1300 EXT 130

apellegrino@springfielddelco.org

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

NAME AND ADDRESS OF BUSINESS:

NAME AND ADDRESS OF TRUE OWNERS:

[Empty box for business name and address]

[Empty box for true owners 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, 2023

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 _____