

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

MERCANTILE & BUSINESS PRIVILEGE TAX RETURN FOR 2023	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, 2023 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 	<input type="checkbox"/> ACCOUNT # _____ <input type="checkbox"/> EIN # _____ FINAL RETURN <input type="checkbox"/> DATE BUSINESS TERMINATED _____
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IF A RENTAL LIST ADDRESS:

B ESTIMATED TAX FOR 2023	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. Also includes contractors	B4 _____	.003	B4 _____
TOTAL B: SUM OF SECTION B			B _____

C FINAL TAX FOR 2022 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. Also includes contractors	C4 _____	.003	C4 _____
C5. Less exclusions or exemptions (Ord. #1024, Sec. 204). Detailed supporting documents must be attached to be valid			C5 (_____)
TOTAL C: SUM OF SECTION C			C _____

DOCUMENTATION TO SUPPORT GROSS RECEIPTS MUST BE ATTACHED

D TAX DUE	
D1. Total tax payable (sum of TOTAL of lines B and C)	D1 _____
D2. LESS ESTIMATED TAX PAYMENT FROM 2022 RETURN	D2 (_____)
D3. DEBIT/CREDIT FROM PRIOR YEAR RETURN	D3 _____
TOTAL D: SUM OF SECTION D	
	D _____

E PENALTY AND INTEREST – ANY PAYMENTS RECEIVED AFTER MAY 31, 2023	
E1. Penalty (10% of line D)	E1 _____
E2. Interest (1% per month late of line D starting with JUNE)	E2 _____
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	