MERCANTILE & BUSINESS PRIVILEGE TAX RETURN FOR **2025**	**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, 2025** **NO EXTENSIONS**

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 # _____ FINAL RETURN ☐ DATE BUSINESS TERMINATED _____

IF A RENTAL LIST ADDRESS: _____

B **ESTIMATED TAX FOR 2025**		**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 2024 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 (_____)
DOCUMENTATION TO SUPPORT GROSS RECEIPTS MUST BE ATTACHED TOTAL C: SUM OF SECTION				**C** _____

D TAX DUE

D1. Total tax payable (sum of TOTAL of lines B and C	D1 _____
D2. LESS ESTIMATED TAX PAYMENT FROM 2024 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, 2025

E1. Penalty (10% of line D)	E1 _____
E2. Interest (1% per month late of line D starting with **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 _____

IMPORTANT NOTICE

- **NO AMENDED TAX RETURNS AND NO PARTIAL PAYMENTS WILL BE ACCEPTED.**
- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2025**.
- **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, 2025.**
- ANY TAX FORMS RECEIVED AFTER **MAY 31, 2025** 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: EXAMPLE – W-2 FORM.**
- **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 CUMULITIVE OF 15 DAYS PER YEAR IN OUR TOWNSHIP.
- **RENTALS –** SUPPORTING DOCUMENTATION IS REQUIRED LISTING RENTAL INCOME. **EXAMPLE OF SUPPORTING DOCUMENTATION IS SCHEDULE E OF YOUR FEDERAL TAX RETURN**. TAX RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2025.
- **MERCANTILE & BUSINESS PRIVILEGE COMPANIES –** SUPPORTING DOCUMENTATION OF GROSS RECEIPTS IS REQUIRED. **EXAMPLES: FEDERAL TAX RETURNS, A PROFIT LOSS STATEMENT IF FEDERAL RETURNS ARE NOT COMPLETED IN TIME.** RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2025**.**
- **MAIL ALL PAYMENTS TO SPRINGFIELD TOWNSHIP, 50 POWELL RD, SPRINGFIELD, PA 19064.**
- **IN PERSON PAYMENTS CAN BE MADE AT SPRINGFIELD TOWNSHIP OFFICE LOCATED AT 1001 BALTIMORE PIKE SUITE 201, SPRINGFIELD, PA 19064**.

SPRINGFIELD TOWNSHIP
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