SPRINGFIELD TOWNSHIP – DELAWARE COUNTY – OFFICE OF BUSINESS TAXES **2026**

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

NAME AND ADDRESS OF TRUE OWNERS:

NAME AND ADDRESS OF BUSINESS:

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, 2026

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 _____

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, 2026**.
- **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, 2026.**
- ANY TAX FORMS RECEIVED AFTER **MAY 31, 2026** 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 – COMPANIES THAT HAVE 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, 2026.
- **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, 2026**.**
- **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
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