

BOROUGH OF ROCKLEDGE
MERCANTILE LICENSE TAX and BUSINESS PRIVILEGE TAX
FINAL RETURN FOR YEAR ENDING DECEMBER 31, 2016
AND
ESTIMATED RETURN FOR YEAR 2017
MAIL COMPLETED RETURN WITH REMITTANCE
TO: BOROUGH OF ROCKLEDGE
121 HUNTINGDON PIKE, ROCKLEDGE, PA 19046
DUE MAY 1, 2017

TAXPAYER'S NAME: _____ DO NOT WRITE IN THIS SPACE
MAILING ADDRESS: _____ License Date Rec. _____
(where bills are to be sent) _____ No. Verified: _____
FEDERAL ID #: _____ PHONE #: _____ Audited _____

OWNER'S NAME: _____ PHONE #: _____
ADDRESS: _____ SOCIAL SECURITY#: _____
NATURE OF BUSINESS: _____

PART A - SUMMARY OF TAX FOR 2016:

- 1. ACTUAL GROSS RECEIPTS FOR 2016 \$ _____
2. TAX ON LINE 1 (LINE 1 X .0015) MINIMUM TAX IS \$15.00 \$ _____
3. DEDUCT ESTIMATED TAX PAID IN 2015 (NOT LICENSE FEE) \$ _____
4. ADDITIONAL 2016 TAX DUE OR (OVERPAYMENT) (LINE 2 - LINE 3) \$ _____

PART B - ESTIMATED TAX FOR 2017:

- 5. ACTUAL GROSS RECEIPTS FOR 2016 \$ _____
OR
6. ESTIMATED GROSS RECEIPTS FOR 2017 \$ _____
7. TAX ON LINE 5 OR LINE 6 (LINE 5 OR LINE 6 X .0015) MINIMUM TAX IS \$15.00 \$ _____
8. MERCANTILE LICENSE FEE OR BUSINESS PRIVILEGE REGISTRATION FEE \$ 15.00
9. AMOUNT DUE (ADD LINES 7 & 8) \$ _____
10. 10% PENALTY IF FILED OR PAID AFTER MAY 1, 2017 (LINE 9 X .10) \$ _____
11. 1% INTEREST PER MONTH OR FRACTION THERE OF IF FILED OR PAID AFTER MAY 1, 2017 \$ _____
12. TOTAL TAXES, FEES, PENALTY, & INTEREST DUE (ADD LINES 9, 10, & 11) \$ _____

PART C - TOTAL TAX AND PENALTIES DUE:

- 13. TOTAL TAXES AND FEES DUE (ADD LINES 4 & 12) \$ _____

MAKE CHECK PAYABLE TO "BOROUGH OF ROCKLEDGE"

I declare under Penalty of Law that all statements made herein and/or in supporting schedules are true, correct and complete.

Signature _____ Date _____
Official Title _____
Signature of person preparing return, if other than taxpayer

SCHEDULE A

1. GROSS RECEIPTS FOR 2016 (On Same Basis as Reported for Federal Income Tax)	\$ _____
2. LESS: TOTAL EXCLUSIONS OR CREDITS	
Nature and _____	\$ _____
reasons for _____	\$ _____
exclusion _____	\$ _____
3. TAXABLE GROSS RECEIPTS (Line 1 Minus Line 2) (Enter This Amount on Line 1 on Page 1)	\$ _____

QUESTIONS

(Please Answer Fully - Use Extra Sheet if Necessary) – Circle Answers

A Please circle applicable: Individual Partnership Corporation Other	E Is this return based on full year? YES NO
B Number of Employees _____	F Date when business or other activity was started _____
C If you terminated your business, give date _____	G On what basis are your records kept? Cash Accrual Other (Explain) _____
D If you sold your business (or assets upon liquidation) insert Purchaser's name below. If you effected a change of business entity during the past year, mark appropriate blocks Name of New Owner _____ Address _____ From: Individual Partnership Corporation To: Individual Partnership Corporation	H Do you have any branch or other business YES NO If Yes, indicate Name and Address _____ I Do you lease any departments to others YES NO If Yes, Explain _____

Instructions for Filing Mercantile License and Business Privilege Tax Return – Please refer to Ordinance No. 452, Sections 733.01-.99 and Sections 735.01-.99 for more specific information.

Who is Subject to Mercantile License Tax or Business Privilege Tax

- Every individual, partnership, limited partnership, association or corporation in the Borough of Rockledge engaging in the business of wholesale or retail vendor, or in conducting restaurants or other places where food, drink or refreshments are served in the Borough of Rockledge is subject to the Mercantile License Tax. Please refer to Ordinance No. 452, Sections 733.01-.99, for more information.
- Every individual, partnership, limited partnership, association, or corporation in the Borough of Rockledge engaging in certain business, trades, occupations and professions is subject to the Business Privilege Tax, with some exemptions and exclusions. Please refer to Ordinance No. 452, Sections 735.01-.99, for more information.

How to Compute the Mercantile License or Business Privilege Tax Bases

- In general, the tax is based on the annual gross volume or business, which means "gross receipts." "Gross receipts" includes cash, accounts receivable and property of any kind or nature received in or attributable to business in Rockledge. You cannot deduct the cost of property sold, materials used, labor, services or other costs, interest or discount paid, or any other expenses.
- If the taxpayer was in business during the full calendar year 2016 the estimated tax in the calendar year 2017 is measured by the entire amount of business transacted (gross receipts) during 2016.
- If the taxpayer commenced business in 2016, the estimated tax for the calendar year 2017 is measured by dividing the gross receipts of the business transacted during 2016 by the number of months he was in business during 2016 and multiplying the result of that division by twelve.
- If the taxpayer commenced his business during 2016, the estimated tax is measured by his gross receipts for the first month of his engaging in business multiplied by the number of months remaining in 2016.
- If the taxpayer's business is seasonal, temporary or itinerant by its nature the tax is measured by the actual gross amount of business transacted during the calendar year 2016.

When and Where to File this Form

- Every taxpayer who was in business in January 2016 is required to file this return by May 1, 2017, (Those in categories B. (2) and B. (3) above.)
- Every taxpayer who commences business in 2016 is required to file this return within forty days from the date of commencing business, (Category B. (4) above; Fill in Line 6).
- Every taxpayer engaged in a business, temporary, seasonal or itinerant by its nature, is required to file this return within seven days of the completion of such business. (Those in category B. (5) above.) D.

Possible Credits for Similar Taxes Paid to Other Municipalities

- For information concerning possible credits for similar taxes paid to other municipalities and under what circumstances a credit will be given, please refer to Sections 733.20C and 735.20C or Ordinance No. 452.

Interest and Penalty

- If this return is not timely filed and paid it is subject to interest of 1% per month (or fraction thereof) and penalty of 10% of tax. A late filing penalty of 10% of the amount due will be assessed and interest of 1% per month or fraction of any month will be assessed on amount due for late filing or late payment.