

# BUSINESS TAX RETURN INSTRUCTIONS BPT - I

## General Instructions for completing the Business Tax Return:

Type or print all information clearly.

If the taxpayer name or address is incorrect, line through the pre-printed information and correct it. If no information is pre-printed, place the correct information in the space available.

Enter your Federal Employer Identification Number (EIN) in the space labeled TIN# provided at the top of the form. Failure to include your EIN on the return may result in your tax payment being misapplied, and may subject you to additional fines, interest and penalty, and other delinquent charges.

## Instructions for Calculation of Tax:

### **SECTION I: TOTAL AMOUNT DUE**

Line 1. Enter the Total Amount Due from Line 20.

### **SECTION II: ESTIMATED TAX ( Use prior years results to estimate Gross Volume of Business)**

Line 2. Enter the amount of Gross Receipts from each specific business activity.

Line 3. The following are exemptions from Gross Volume of Business:

1. Cash discounts to purchasers for prompt payment of bills
2. Freight deliver or transportation charges paid by the seller for the purchaser
3. Sales of trade-ins up to the amount given the prior owner as a trade-in allowance
4. Refunds or credit given to customers for defective goods returned
5. Pennsylvania sales tax
6. Trades between sellers of identical goods. (Exemption does not extend to any additional cash payments accompanying the trade)
7. Sales to other sellers at the same price that the first seller acquired the merchandise
8. Transfers between one department, branch or division of a business entity and another recorded on the books as interdepartmental transfers

Line 4. Subtract Line 3 from Line 2. Enter the result on Line 4.

Line 5. Each business activity has its own rate. Be sure to use the rates indicated for the appropriate business activity.

Line 6. Multiply Line 4 by Line 5 for each activity, then add across. Place this amount in the space labeled "Total Line 6".

### **SECTION III: FINAL TAX**

Line 7. Enter the amount of Gross Receipts from each specific business activity.

Line 8. The following are exemptions from Gross Volume of Business:

1. Cash discounts to purchasers for prompt payment of bills
2. Freight deliver or transportation charges paid by the seller for the purchaser
3. Sales of trade-ins up to the amount given the prior owner as a trade-in allowance
4. Refunds or credit given to customers for defective goods returned
5. Pennsylvania sales tax
6. Trades between sellers of identical goods. (Exemption does not extend to any additional cash payments accompanying the trade)
7. Sales to other sellers at the same price that the first seller acquired the merchandise
8. Transfers between one department, branch or division of a business entity and another recorded on the books as interdepartmental transfers

Line 9. Subtract Line 8 from Line 7. Enter the result on Line 9.

Line 10. Each business activity has its own rate. Be sure to use the rates indicated for the appropriate business activity.

Line 11. Multiply Line 9 by Line 10 for each activity, then add across. Place this amount in the space labeled "Total Line 11".

### **SECTION IV: TAX AND LICENSE FEES DUE**

Line 12. Total Tax Due. ( Line 6 plus Line 11)

Line 12A. License Fee Due. The Taxpayer must obtain a Business License for each business location.

Line 13. Total Tax and License Fees Due. (Line 12 plus Line 12A)

Line 14. Enter the amount of Estimated Tax that was paid on the prior years return. If this is your first year in business, then this amount will be zero. (If Line 14 is greater than Line 13, go to Line 21. Indicate whether this amount should be refunded or credited to next years tax.)

Line 15. Total Tax Liability. (Line 13 minus Line 14)

### **SECTION V: INTEREST AND PENALTIES**

Line 16. Penalties are calculated at a flat percentage of Total Due.

Line 17. Interest is calculated at the specified rate per month.

Line 18. Not applicable.

Line 19. Total Penalty and Interest. (Sum of Line, 16, 17 and 18)

### **SECTION VI: TOTAL AMOUNT DUE/OVERPAYMENT**

Line 20. Total Amount Due. (Line 15 plus Line 19) This amount should be remitted to:

**MuniServices, LLC, 51 North Third Street PMB # 215, Philadelphia, PA 19106-4597.**

Line 21. Overpayment. (Line 14 minus Line 13) Check the appropriate box indicating whether this amount should be refunded or credited to next years tax.