

Haverford Township
combined
BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN
and
BUSINESS LICENSE APPLICATION

DUE APRIL 15, 2010

NAME

ADDRESS

To be filed with
KEYSTONE TAX BUREAU
P.O. BOX 441
SOUTHEASTERN, PA 19399
610-993-8609/www.keytaxbur.com

Make checks payable to
Haverford Township

Business Privilege Tax

- 1. Total 2009 Gross Receipts (see reverse side for instructions)..... _____
- 2. Tax due (line 1 x .0015) _____
- 3. Less 2009 Estimated Tax Paid (line 5 of last year's return)..... _____
- 4. Additional Tax or Credit Due (line 2 - line 3) _____
- 5. 2010 Estimated Tax Due
(must at least equal 2009 actual tax on line 2 -
see instructions for partial year) _____
- 6. Total Business Privilege Tax Due (line 4 + line 5) _____

Mercantile Tax

- 7. Total 2009 Retail Gross Volume of Business _____
- 8. Tax Due (line 7 x .0015) _____
- 9. Total 2009 Wholesale Gross Volume of Business _____
- 10. Tax Due (line 9 x .001) _____
- 11. Total 2009 Tax Due (line 8 + line 10) _____
- 12. Less 2009 Estimated Tax Paid (line 14 of last year's return)..... _____
- 13. Additional Tax or Credit Due (line 11 - line 12)..... _____
- 14. 2010 Estimated Tax Due
(must at least equal 2009 actual tax on line 11 -
see instructions for partial year) _____
- 15. Total Mercantile Tax Due (line 13 + line 14) _____
- 16. Total Taxes Due (line 6 + line 15) _____

Late Charges (Applicable if not filed by Due Date of April 15, 2010)

- 17. Add 10% of Line 16 _____
- 18. Add 1½% of Line 16 for each month or part thereof return or payment is late .. _____

License Fee

- 19. Annual Business License Fee: \$10.00 x _____ (# of locations in Twp) _____
- 20. TOTAL DUE WITH RETURN (lines 16 + 17 + 18 + 19) _____
If line 20 is minus please check option _____ Credit _____ Refund

Any work papers containing calculations used to determine Gross Receipts and copies of Federal Return shall be attached to this return. Tax return will not be considered complete unless such documents are attached.

Location of Business _____

Nature of Business _____

I declare under penalty of law that all statements made herein and in supporting schedules are true, correct and complete to the best of my knowledge and belief.

Signature of person preparing return if Other than taxpayer _____ Signature _____
Print Name _____
Title _____ Date _____

Telephone # and E-Mail Address of Responsible Party _____

PLEASE MAKE A COPY FOR YOUR RECORDS

INSTRUCTIONS

BUSINESS PRIVILEGE TAX

The Business Privilege Tax of 1.5 mills (\$1.50 per \$1,000.00 of receipts) is to be paid on all gross receipts. The term "gross receipts" includes the gross amount of cash, credits or property which is attributable to the Township by reason of any service rendered or commercial or business transaction in connection with any business, trade, occupation or profession. Generally, receipts are attributable to the Township when business activity is managed, directed or controlled from a base of operations in the Township, even if the customer or a significant portion of the business activity is outside the Township. "Gross Receipts" includes, but is not limited to, all commissions, fees, reimbursements, rents and any other compensation received, as well as interest, dividends, capital gains and other income, whether considered "passive" or "active".

It is the taxpayer's burden to claim and prove any exemption or exclusion. Taxpayer must disclose the entire gross receipts prior to exclusion and provide worksheets, tax returns, or other documents supporting the claimed exclusion. "Gross receipts" does not include:

1. Any receipts which are already included in the calculation of the Mercantile Tax paid by the taxpayer.
2. In general, receipts generated by IRC 501 (c)(3) non-profit organizations meeting the criteria for "institutions of purely public charity" as set forth in the Institutions of Purely Public Charity Act, 1997, P.L. 508, No. 55; 10 P.S. §371 *et seq.* are not included in gross receipts. However, gross receipts derived by such non-profit organizations from unrelated trade of business are included in gross receipts.
3. In the case of a financial business, the cost of securities and other property sold, exchanged, paid at maturity or redeemed, and monies or credits received in repayment of advances, credits and loans (not to exceed the principal amount of such advances, credits and loans), and deposits.

MERCANTILE TAX

The Mercantile Tax of 1.5 mills on receipts from retail sales and 1.0 mill on receipts from wholesale sales is to be paid on the gross volume of business of wholesale and/or retail vendors or dealers in goods, wares and merchandise of every kind, and all persons engaged in conducting restaurants or other places where food, drink or refreshments are sold. "Gross volume of business" includes all receipts, whether cash, credit or other property.

It is the taxpayer's burden to claim and prove any exemption or exclusion. Taxpayer must disclose the entire gross volume of business prior to exclusion and provide worksheets, tax returns or other documents supporting the claimed exclusion. Receipts included in gross volume of business shall not include:

1. Manufacturers: Persons engaged in manufacturing may exclude receipts from the sale of goods manufactured by them. For purposes of the Mercantile Tax, "manufacturing" means the making of something new and different, involving a substantial (not superficial) change in material, form, composition or character, resulting in different goods and articles having a distinctive name, character and use, different from the materials from which the article is made.
2. Interstate Commerce: See Township Regulations, available from the Township upon request.
3. Institutions of Purely Public Charity: In general, receipts generated by IRC (c)(3) non-profit organizations meeting the criteria for "institutions of purely public charity" as set forth in the Institutions of Purely Public Charity Act, 1997, P.L. 508, No. 55; 10 P.S. §371 et seq. are not included in the measure of tax. However, receipts derived by such non-profit organizations from unrelated trade or business are included in gross receipts.

PARTIAL YEAR

New businesses must file a tax return within sixty (60) days from the date of commencing business. The estimated gross receipts or gross volume of business for such taxpayer shall be computed by multiplying the actual gross receipts for the first month of business by the number of months remaining in the tax year. The \$10.00 License fee is not prorated.

LICENSE

Taxpayers with multiple locations in the Township must obtain a business license for each location, but should only file one tax return for all locations.

FILING REQUIREMENTS AND DEADLINES

You must attach copies of federal tax return, schedules and worksheets to support gross receipts and /or gross volume of business, reported and any claimed exclusions or exemptions. The tax return is not considered complete unless such documents are attached. The deadline to file this Return is April 15, 2010. Haverford Township will honor federal extensions for returns not filed by April 15, 2010 PROVIDED THAT: a copy of the federal extension form is submitted and the full amount of tax and license fee is paid no later than April 15, 2010.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes. Should you have any questions, contact Keystone Tax Bureau at 610-993-8609.

To access additional forms you may visit our website: www.keytaxbur.com