



UPPER MERION TOWNSHIP

c/o TRI-STATE FINANCIAL GROUP

PO BOX 38
BRIDGEPORT, PA 19405
(610) 270-9520
www.tfgtax.com

January 2022

INSTRUCTIONS FOR ITINERANT (TEMPORARY) MERCHANTS

You are receiving this tax package if you have previously been an Itinerant Merchant in Upper Merion Township. Please retain these tax documents if you are planning on selling as an Itinerant Merchant in Upper Merion Township in the year 2022. **As per Ordinance No. 89-562, pertaining to temporary merchant's registration, all persons who lease a space on a temporary basis, whether lease is for an in-line store, kiosk or RMU for a sixty (60) day period or any fraction thereof, must pay for a Itinerant Merchant License prior to the start of operations in Upper Merion Township.**

AS STIPULATED BY THE ORDINANCE, ALL RETURNS ARE SUBJECT TO VERIFICATION BY AUDIT. The Upper Merion Township Disclosure Statement, Rules and Regulations and Business Tax Ordinances are available upon request. **Itinerant Merchant Fee Schedule per Ordinance No. 89-43; Amended Ordinance No. 93-609; Resolution No. 2006-37 (Fee Schedule); Resolution No. 2009-41 (Fee Schedule)**

Enclosed are the following documents and instructions:

1. Itinerant Merchant Tax License Application.

- Complete the enclosed return with **Business Name** and include contact name, address and phone number.
- Submit **Itinerant Merchant Tax Form** with **\$30.00** for the first 60 days and **\$30.00** for each additional 60 day period or fraction thereof.
- **Itinerant Merchants must have obtained a Use & Occupancy Permit from our Code Enforcement Department:** permits@umtownship.org

Please make your check payable to UPPER MERION TOWNSHIP and mail to Tri-State Financial Group at PO Box 38, Bridgeport, PA 19405 with required paper work.

If you have any questions, or require additional forms, please contact our office at (610) 270-9520, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday. You may also contact us at the following: info@tfgtax.com