Mercantile and Business Privilege Tax

INSTRUCTIONS

YORK ADAMS TAX BUREAU
Phone: 717-845-1584, option 2
Fax 717-854-6376
Email: employer@yatb.com
Website: www.yatb.com

ONLINE FILING NOW AVAILABLE at www.palite.org. To register your account(s) for online filing please email us at onlineaccounts@yatb.com. If you choose to file by mail instead, the completed tax form along with supporting documentation and payment must be remitted to the York Adams Tax Bureau by the deadline listed for your taxing authority in the chart below.

INSTRUCTIONS:

1. Each person, partnership, association or corporation engaged in any business within the taxing authority is liable for filing a mercantile/business privilege tax return form and paying all tax which is due.
2. New businesses must file within 40 days of commencement. If no receipts will be generated within the first 40 days please contact our office for filing instructions.
3. Filings with payment must be remitted by the due date. Federal extensions do not apply. In the event that a state or federal filing is not complete, an estimated mercantile/business privilege tax return form must be filed and estimated tax paid. A copy of your state/federal extension form must be included with your estimated tax return for your form to be considered complete. An amended mercantile/business privilege tax return form must be filed after the state or federal forms are complete.
4. A copy of the appropriate properly completed IRS and/or PA schedule or schedules (Example: Form 1120, Form 990, Form 1065, Form Schedule C, etc.) must be enclosed with your filing. Failure to provide supporting documentation to verify the gross receipts figure reported on your filing will cause your filing to be incomplete. Your license will not be issued until your filing is complete.
5. Payments postmarked after the due date are subject to penalty and interest charges per your taxing authority listed in the chart below.
6. If you require a receipt of your payment please include a self-addressed stamped envelope with your filing.
7. Remittance Address:

EMPLOYER SERVICES DEPARTMENT
YORK ADAMS TAX BUREAU
PO BOX 12009
YORK PA 17402

LICENSES:

Your license is not included with your tax form. A valid license will be mailed upon receipt of your completed filing. Once received the license must be posted at the place of business. Each separate location is required to pay for and post a separate license.

CODE	TAXING AUTHORITY	DUE DATE	BUSINESS PRIVILEGE	RETAIL	WHOLE-SALE	LICENSE	PENALTY	INTEREST
670601	CONEWAGO TOWNSHIP, YORK CO.	15-Apr	0.0010	0.0015	0.0010	$ 5.00	½% per mon.	½% per mon.
670302	DOVER TOWNSHIP	15-Apr	0.0015	0.0015	0.0005	NONE	½% per mon.	½% per mon.
670501	HANOVER BOROUGH	15-Apr	0.002	N/A	N/A	NONE	10% flat	½% per mon.
670102	NORTH YORK BOROUGH	15-Apr	0.0016	0.0015	0.0010	$ 10.00	1% per year	½% per mon.
671501	SPRING GARDEN TOWNSHIP	15-May	0.0015	0.0015	0.0010	NONE	½% per mon.	½% per mon.
670103	SPRINGETTSBURY TOWNSHIP/CYSD	15-Apr	0.0015	0.0015	0.00075	NONE	½% per mon.	½% per mon.
671502	SPRINGETTSBURY TOWNSHIP/YSSD	15-Apr	0.0015	0.0015	0.00075	NONE	½% per mon.	½% per mon.
671301	WEST MANCHESTER TOWNSHIP	15-Apr	0.0015	0.0015	0.0010	NONE	½% per mon.	½% per mon.
671302	WEST YORK BOROUGH	15-Apr	0.0015	0.0015	0.0010	NONE	5% flat	½% per mon.
671401	CITY OF YORK	15-Apr	0.0035	0.0015	0.0010	$ 25.00	10% flat	½% per mon.
670206	YORK TOWNSHIP	15-Apr	0.0010	0.0010	0.0005	NONE	10% flat	½% per mon.