READ INSTRUCTIONS ON THE BACK BEFORE COMPLETING FORM

BOROUGH OF MEDIA

BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN - RECONCILIATION

FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31,

VOLUME OF BUSINESS: JANUARY 1, 2026 THROUGH DECEMBER 31,

Due Date April 15,

OFFICIAL USE ONLY

DATE REC'D _____ AMT REC'D _____

CHECK NUM _____ BATCH NUM _____

BUSINESS ACCOUNT NUMBER:

EIN/SSN:

BUSINESS LOCATION:

DID YOU TERMINATE / MOVE THIS BUSINESS
□ YES □ NO □ MOVED DATE:

IF MOVED, WHERE?

□ NON-PROFIT □ MANUFACTURER

ENTER WHOLE DOLLAR AMOUNTS ONLY A return must be filed even if you have no gross receipts			DOLLARS	NO CENTS
1. Sales or Gross Receipts (January to December only)			1.	00
2. Exclusions (Must attach written proof)			2.	00
3. Taxable Gross Receipts (Line 1 Less Line 2) **Check if Amended Return** ☐			3.	00
FINAL RETURN FOR YEAR ENDED DECEMBER 31,	**RECEIPTS FROM LINE 3 ABOVE**		**TAX COMPUTATIONS**	
4. Wholesale	4.	x .00075	4.	00
5. Retail	5.	x .00075	5.	00
6. Service	6.	x .0015	6.	00
7. Rental / Other Income	7.	x .0015	7.	00
8. Total (add Lines 4, 5, 6, & 7)	8.		8.	00
9. Deduct Estimated Quarterly Tax Paid in			9.	00
TOTAL TAX DUE IF PAID BY APRIL 15, 10. Line 8 minus Line 9			10.	00
PENALTY AND INTEREST IF TAX PAID AFTER APRIL 15,				
11. Add: 10% Penalty if paid after April 15, (multiply Line 10 x 10%)			11.	00
12. Add: 1.25% Interest per month or part thereof (multiply Line 10 x 1.25% x No. of months)			12.	00
13. TOTAL TAX, PENALTY AND INTEREST (Add Lines 10,11, & 12)			13.	00
LICENSE FEE 14. **Annual License Fee (A separate License is required for each location) –** **Do Not Include if License Paid with Business Application – Check Box if Paid** ☐			14. 100 x ___ =	00
15. Total Amount Due (Add Lines 14 & 15 if not paid) **(Overpayments will be applied to 2027 tax)**			15.	00

Any Work Papers containing calculations used to determine Gross Receipts and copies of Federal Returns shall be attached to this return. Tax returns will not be considered complete unless such documents are attached.

□ 1040 - SCH C; □ 1040 - SCH E; □ 1065; □ 1120; □ 1120S; □ P&L STATEMENT; □ 4797; □ 8824

Make Check Payable to: **MEDIA BOROUGH**

SEND ORIGINAL WITH PAYMENT - MAKE A COPY FOR YOUR RECORDS

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

Mail Return and Payment to:

TRI-STATE FINANCIAL GROUP
PO BOX 38
BRIDGEPORT, PA 19405
610-270-9520

Print Name	**Telephone Number**
Signature	**Date**
Signature of Person Preparing Return (if other than taxpayer)	**Date**
Address of Preparer	**Telephone Number**

"As required by Pennsylvania law, Media Borough will provide upon request a disclosure statement explaining to the taxpayer their rights in certain tax proceedings involving the Borough."

NEW BUSINESS: License must be obtained prior to opening. Tax must be paid within 40 days after opening date. SEE APPLICATION FORM.

FORM MUST BE PREPARED IN ITS ENTIRETY, SIGNED AND DATED. IF NOT, THE FORM WILL BE RETURNED AND PENALTY AND INTEREST ADDED UNTIL COMPLETED FORM IS RECEIVED.

INSTRUCTIONS

BUSINESS PRIVILEGE TAX AND MERCANTILE TAX

On or before April 15 of each year, every person subject to the tax hereby imposed shall make a final return to the Collector showing the actual volume of business transacted by the taxpayer during the preceding license year. Such final return shall state the amount of gross volume of business as set forth on the quarterly tax returns. Return must include the amount of tax paid since the filing of the first quarterly tax return and the amount of tax due upon the final computation. Each final return shall be documented by an appropriate schedule to verify the accuracy thereof.

LICENSE

A separate license shall be required for each place of business within the Borough. If a business is located outside the Borough but providing services or selling products subject to the Business Privilege / Mercantile Tax within the Borough, that business shall be required to obtain a license.

FILINGS AND PAYMENTS

Checks should be made payable to: **Media Borough**

Mail Quarterly Return and Payment to: **Tri-State Financial Group**
PO Box 38
Bridgeport, PA 19405

NOTICE

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling **Tri-State Financial Group** at (610) 270-9520 during the office hours of 8:30 am to 4:30 pm, Monday through Friday.

To access additional forms and the ordinances you may visit our website: **www.tfgtax.com.**