

**READ INSTRUCTIONS ON THE BACK BEFORE COMPLETING FORM**

<p><b>2016</b></p> <p><b>BOROUGH OF CONSHOHOCKEN</b></p> <p><b>BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN</b></p> <p>FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2016 ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2017 <b>Due Date April 15, 2017</b></p>	<p><b>OFFICIAL USE ONLY</b></p>
	DATE REC'D _____ AMT REC'D _____  CHECK NO _____ BATCH NO _____

	BUSINESS ACCOUNT NUMBER: _____	EIN/SSN: _____
	BUSINESS LOCATION: _____	
	DID YOU TERMINATE / MOVE THIS BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MOVED DATE: _____	IF MOVED, WHERE? _____
	<input type="checkbox"/> NON-PROFIT <input type="checkbox"/> MANUFACTURER	

ENTER WHOLE DOLLAR AMOUNTS ONLY			DOLLARS	NO CENTS
A return must be filed even if you have no gross receipts				
1. Sales or Gross Receipts (January to December only)				00
2. Exclusions (Must attach written proof)				00
3. Taxable Gross Receipts (Line 1 Less Line 2)				00
<b>FINAL RETURN FOR YEAR ENDED DECEMBER 31, 2016</b>	<b>RECEIPTS FROM LINE ABOVE</b>	<b>TAX COMPUTATIONS</b>		
4. Wholesale	4. _____	x .001	4. _____	00
5. Retail	5. _____	x .0015	5. _____	00
6. Service	6. _____	x .002	6. _____	00
7. Rental / Other Income	7. _____	x .002	7. _____	00
8. Total (add Lines 4, 5, 6, & 7)	8. _____		8. _____	00
9. Deduct 2016 Estimated Tax (Paid with 2015 Return)			9. _____	00
10. Total Tax Due, or Credit (Line 8 Less Line 9)			10. _____	00
<b>ESTIMATED TAX RETURN FOR YEAR ENDING DECEMBER 31, 2017</b>				
11. 2017 Estimated Tax (Must use amount shown on Line 8)			11. _____	00
<b>TOTAL TAX DUE IF PAID BY APRIL 15, 2017</b>				
12. Add Line 10 and Line 11			12. _____	00
<b>PENALTY AND INTEREST IF TAX PAID AFTER APRIL 15, 2017</b>				
13. Add: 10% Penalty if paid after April 15, 2017 (multiply Line 12 x 10%)			13. _____	00
14. Add: 1% Interest per month or part thereof (multiply Line 12 x 1% x No. of months)			14. _____	00
15. TOTAL TAX, PENALTY AND INTEREST (Add Lines 12,13, & 14)			15. _____	00
<b>LICENSE FEE</b>				
16. Annual Business License Fee (a separate License is required for each location, \$10 per location)			16. 10 x ____ =	00
17. Total Amount Due (Add Lines 15 & 16)			17. _____	00

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

Make Check Payable to: **CONSHOHOCKEN 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, Conshohocken 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

The Business Privilege Tax of 2.0 mills is to be paid on the **gross receipts** of Persons, Businesses, Trades, Occupations and Professions operating a business within the Borough. **Where a taxpayer has receipts from interstate commerce, taxable receipts will be calculated as follows:**

(Total Gross Receipts x Apportionment Factor) = Gross Receipts Apportioned to Pennsylvania

The "Apportionment Factor" shall be the product of averaging the total of the following percentages: (1) Wages, salaries, commissions, and other compensation in Pennsylvania, as a percentage of the total wages, salaries, commissions and other compensation. (2) Value of the tangible personal property and real property owned or leased and situated within Pennsylvania as a percentage of the total tangible personal and real property owned or leased. For purposes of this calculation, the value of leased property is eight times the annual rent. (3) Gross Receipts from Pennsylvania sales and/or services, as a percentage of total Gross Receipts from sales and/or services.

### MERCANTILE TAX

The Mercantile Tax is to be paid on the **gross receipts** from the sale either at retail (1.5 mills) or wholesale (1.0 mill) of any goods sold by any "Dealer" operating a Business within the Borough. This also includes food and beverage sold for consumption or otherwise within the Borough. **Where a taxpayer has receipts from interstate commerce, taxable receipts will be calculated as detailed above.**

### PARTIAL YEAR

If the business has not been operating for a full year then the Tax will be on the Gross Receipts for the period in the year that the firm has been operating. The Estimate Tax shall be computed by dividing the Tax by the number of months in business and then multiplying by twelve (12).

### LICENSE

A separate license shall be required for each place of businesses 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.

### 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.

All questions for clarification or help should be directed to:

**Tri-State Financial Group**  
**PO Box 38**  
**Bridgeport, PA 19405**  
**610-270-9520**

To access additional forms and the rules and regulations you may visit our web-site: **[www.tfgtax.com](http://www.tfgtax.com)**