

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

**2023**

**TOWNSHIP OF PLYMOUTH**

**OFFICIAL USE ONLY**

**BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN**

FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2023  
ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2024

**Due Date April 15, 2024**

DATE REC'D \_\_\_\_\_ AMT REC'D \_\_\_\_\_  
CHECK NO \_\_\_\_\_ BATCH NO \_\_\_\_\_

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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**

A return must be filed even if you have no gross receipts

**DOLLARS**

**NO CENTS**

1. Sales or Gross Receipts (January 2023 to December 2023 only)	1.	00
2. Exclusions (Must attach written proof)	2.	00
3. Taxable Gross Receipts (Line 1 Less Line 2)	3.	00

Check if Amended Return

FINAL RETURN FOR YEAR ENDED DECEMBER 31, 2023	RECEIPTS FROM LINE ABOVE	TAX COMPUTATIONS
4. Wholesale (See Definition)	4. _____ x .001	4. _____ 00
5. Retail	5. _____ x .0015	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 2023 Estimated Tax (Paid with 2022 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, 2024</b>		
11. 2024 Estimated Tax (Must use amount shown on Line 8)	11.	00

<b>TOTAL TAX DUE IF PAID BY APRIL 15, 2024</b>		
12. Add Line 10 and Line 11	12.	00

<b>PENALTY AND INTEREST IF TAX PAID AFTER APRIL 15, 2024</b>		
13. Add: 10% Penalty if paid after April 15, 2024 (multiply Line 12 x 10%)	13.	00
14. Add: ½ % Interest per month or part thereof (multiply Line 12 x 0.5% x No. of months)	14.	00
15. TOTAL TAX, PENALTY AND INTEREST (Add Lines 12,13, & 14)	15.	00

<b>LICENSE FEE –</b>		
16. 2024 Business License Fee (a separate License is required for each location, \$25 per location) Wholesaler, Retailer, Restaurant, Service, Rental @ \$25 Each	16. 25 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 returns will not be considered complete unless such documents are attached.**

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

Make Check Payable to: **PLYMOUTH TOWNSHIP**

Mail Return and Payment to: **TRI-STATE FINANCIAL GROUP**

**SEND ORIGINAL WITH PAYMENT - MAKE A COPY FOR YOUR RECORDS**

**PO BOX 38**

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.

**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, Plymouth Township will provide upon request a disclosure statement explaining to the taxpayer their rights in certain tax proceedings involving the Township.”

NEW BUSINESS: License must be obtained prior to opening. Tax must be paid within 60 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

**LICENSES** - A license fee of \$25.00 is due for each place of business in Plymouth Township and is payable no later than April 15 of the new tax year along with the minimum tax of \$10.00.

A license fee is due for each place of business in Plymouth Township as follows:

Wholesaler, Retailer, Restaurants, Service, Rental @ \$25.00 Each (example Wholesaler \$25.00; Wholesale and Retailer \$50.00).

**NEW BUSINESS** - Tax must be paid within 45 days after opening date of business. **All new businesses must complete the Business Privilege/ Mercantile License Application form.**

**LATE FILING** - Penalty of 10% of tax plus interest rate of ½% per month or fraction of a month to be added if filed after due date.

**MINIMUM TAX** - \$10.00 for each place of business. This form must be prepared in its entirety. If not applicable, so state.

**WHOLESALE RATE** - The only businesses that qualify for the wholesale rate are businesses that sell a product to a vendor who, in turn, resells that product in the exact same form. Selling in bulk or not selling to the general public does not, in itself, qualify a business for the wholesale rate.

**ATTACHMENT** - As described on the front of this form, please provide the applicable documentation for receipts reported. 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&LSTATEMENT;  4797

## 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 9:00 am to 4:00 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 additional information you may visit our website: **[www.tfgtax.com](http://www.tfgtax.com)**.