

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

**2023**

**TOWNSHIP OF RIDLEY**

**OFFICIAL USE ONLY**

**MERCANTILE TAX RETURN**

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

**Due Date March 31, 2024**

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**

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. <b>First \$50,000 of gross volume of business exempt</b> - Additional Exclusions (Must attach written proof)	2.	00
3. Taxable Gross Receipts (Line 1 Less Line 2) <span style="float: right;">Check if Amended Return <input type="checkbox"/></span>	3.	00

FINAL RETURN FOR YEAR ENDED DECEMBER 31, 2023	RECEIPTS FROM LINE ABOVE	TAX COMPUTATIONS	
4. Wholesale	4. _____ x .001	4. _____	00
5. Retail	5. _____ x .0015	5. _____	00
6. Service	6. _____ N/A	6. XXXXX	00
7. Rental / Other Income	7. _____ N/A	7. XXXXX	00
8. Total (add Lines 4 & 5)	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 MARCH 31, 2024</b>	
12. Add Line 10 and Line 11	12. _____ 00

<b>PENALTY AND INTEREST IF TAX PAID AFTER MARCH 31, 2024</b>	
13. Add: 10% Penalty if paid after March 31, 2024 (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. 2024 License Fee (a separate License required for each location, \$50 per location)	16. 50 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;  4797

Make Check Payable to: <b>RIDLEY TOWNSHIP</b> 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: <b>TRI-STATE FINANCIAL GROUP</b> <b>PO BOX 38</b> <b>BRIDGEPORT, PA 19405</b> <b>610-270-9520</b>
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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, Ridley 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**

### **MERCANTILE TAX**

The Mercantile Tax is to be paid on all the receipts from the sale either at retail (1.5 mills) or wholesale (1.0 mill) of any tangible goods sold. This includes the sale of goods from a place of business within the Township to a person who does not reside within the Township. This also includes food and beverage sold for consumption or otherwise.

### **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 Estimated 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 business within the Township.

### **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, you may visit our website: [www.tfgtax.com](http://www.tfgtax.com).