

READ INSTRUCTIONS ON THE BACK BEFORE COMPLETING FORM

2024

BOROUGH OF CONSHOHOCKEN

BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN

FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2024

ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2025

Due Date April 15, 2025

OFFICIAL USE ONLY

DATE REC'D

AMT REC'D

CHECK NO

BATCH NO

BUSINESS ACCOUNT
NUMBER:

EIN/SSN:

BUSINESS LOCATION:

DID YOU TERMINATE / MOVE THIS BUSINESS

☐ YES ☐ NO ☐ MOVED DATE:

☐ NON-PROFIT ☐ MANUFACTURER

IF MOVED, WHERE?

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, 2024

RECEIPTS FROM LINE ABOVE

TAX COMPUTATIONS

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 2024 Estimated Tax (Paid with 2023 Return)

9.

00

10. Total Tax Due, or Credit (Line 8 Less Line 9)

10.

00

ESTIMATED TAX RETURN FOR YEAR ENDING DECEMBER 31, 2025

11. 2025 Estimated Tax (Must use amount shown on Line 8)

11.

00

TOTAL TAX DUE IF PAID BY APRIL 15, 2025

12. Add Line 10 and Line 11

12.

00

PENALTY AND INTEREST IF TAX PAID AFTER APRIL 15, 2025

13. Add: 10% Penalty if paid after April 15, 2025 (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

LICENSE FEE

16. 2025 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 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: CONSHOHOCKEN BOROUGH

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, 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:**

$(\text{Total Gross Receipts} \times \text{Apportionment Factor}) = \text{Gross Receipts Apportioned to Pennsylvania}$

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 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.

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 website: **www.tfgtax.com**