

TOWNSHIP OF LOWER MERION
 MBP TAX COLLECTOR
 75 E. LANCASTER AVENUE
 ARDMORE, PA 19003-2376

Self Calculating PDF form
 available at www.lowermerion.org
 QUESTIONS: 610-645-6142

2007

BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN

ACCOUNT NUMBER		RETURN DUE	April 15, 2008
TAXPAYER NAME AND ADDRESS		<ul style="list-style-type: none"> ➤ ROUND numbers up to the nearest whole dollar. ➤ READ instructions before completing. ➤ ATTACH required federal tax return. ➤ ATTACH state/local returns if excluding receipts. ➤ SIGN and date your return. ➤ MAKE checks payable to Treasurer, Township of Lower Merion 	
		<input type="checkbox"/> AMENDED <input type="checkbox"/> FINAL RETURN <input type="checkbox"/> EXTENSION	

BUSINESS PRIVILEGE TAX (Enter non retail or wholesale receipts in this section)

1. TOTAL GROSS RECEIPTS (MUST attach federal return or other required documentation - SEE INSTRUCTIONS)	1
2. EXCLUSIONS – DESCRIPTION: _____ (MUST complete description and attach required documentation - SEE INSTRUCTIONS)	2
3. TAXABLE GROSS RECEIPTS (Line 1 minus Line 2)	3
4. TAX DUE (Line 3 X .0015)	4
5. PAYMENTS – Enter 2007 Estimated Tax/Extension payments.	5 ()
6. TAX or CREDIT DUE (Line 4 minus Line 5) (Enter credits in parenthesis)	6
7. 2008 ESTIMATED TAX DUE PAYMENT (Must equal line 4)	7
8. TOTAL BUSINESS PRIVILEGE TAX DUE (Line 6 and Line 7)	8

MERCANTILE TAX (Enter receipts from retail or wholesale activities only)

9. TOTAL 2007 RETAIL/WHOLESALE GROSS RECEIPTS (See instructions) (MUST attach federal return or other required documentation – SEE INSTRUCTIONS)	9
10. EXCLUSIONS – Description: _____ (MUST complete description and attach required documentation – SEE INSTRUCTIONS)	10
11. TAXABLE GROSS RECEIPTS (Line 9 minus Line 10)	11
12. TAX DUE (Line 11 X .001)	12
13. PAYMENTS - Enter 2007 Estimated Tax/Extension payments.	13 ()
14. TAX or CREDIT DUE (Line 12 minus Line 13)	14
15. 2008 ESTIMATED TAX PAYMENT (Must equal Line 12)	15
16. TOTAL MERCANTILE TAX DUE (Line 14 plus Line 15)	16
17. 2008 LICENSE/REGISTRATION FEE (\$20 per year per location)	17 \$20
18. EMST CREDIT – (Sole proprietors only enter amount of EMST paid) – SEE INSTRUCTIONS)	18 ()
19. TOTAL TAX AND LICENSE DUE (ADD lines 8, 16 and 17 SUBTRACT line 18)	19

PENALTY AND INTEREST – MUST be Completed if return postmarked or filed after due date and Line 19 shows a balance due

20. Penalty (Line 19 X .10)	20
21. Interest (Line 19 X .015 X # of Months Late) Enter months late ____	21
22. TOTAL TAX, PENALTY AND INTEREST DUE (ADD Lines 19, 20 and 21) If Line 22 is a credit please check one: <input type="checkbox"/> REFUND <input type="checkbox"/> CREDIT TO NEXT YEAR	22

I DECLARE UNDER PENALTY OF LAW THAT ALL STATEMENTS MADE HEREIN AND/OR IN SUPPORTING SCHEDULES ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Print Name (Owner or Authorized Person)	Telephone #	Print Name of Person Preparing Return (if other than taxpayer)	Telephone #
Signature (Owner or Authorized Person)	Date	Address of person preparing return (if other than taxpayer)	Date

RETAIN A COPY OF THIS RETURN FOR YOUR RECORDS

Instructions for Filing Business Privilege Tax/Mercantile Tax Return

Fill in and Self Calculating Versions of this form are available on the Township's website www.lowermerion.org

EXTENSIONS:

Requests for extensions of time to file must be in writing and received by the Township of Lower Merion by April 15, 2008 along with a check for at least 80% of the tax amount due. Taxpayers approved for an extension must file the completed 2007 tax return by October 15, 2008. Interest of 1.5% per month will be assessed against any unpaid balance. Penalty will apply if the completed return is not received by October 15, 2008. Extensions are not available after April 15, 2008.

LINE 1 – GROSS RECEIPTS:

- If the business' sole location or corporate office is **INSIDE** the Township, use the list below to determine the gross receipts. **Please attach the required page(s) listed below to the back of the Business Privilege Tax Return.**

<u>IF FILING:</u>	<u>ADD ALL LINES BELOW FROM YOUR FEDERAL TAX RETURN TO DETERMINE TOTAL GROSS RECEIPTS:</u>
Schedule C (Sole Proprietor)	Page 1 - Lines 3 and 6
Schedule C-EZ (Sole Proprietor)	Page 1 - Line 1
Schedule E (Rental Properties)	Page 1 - Line 3
Form 1120 (C Corporation)	Page 1 - Lines 1C and 4-10; Page 4 – Schedule M-1 tax-exempt interest
Form 1120S (S Corporation)	Page 1 - Lines 1C, 4 and 5; Page 2 Schedule K - Lines 3a, 4, 5a, 6, 7, 8a, 9, 10 and Page 3 - Lines 16a and 16b
Form 1065 (Partnership)	Page 1 - Lines 1C and 5-7; Page 3 - Lines 3a, 5, 6a, 7, 8, 9a, 10, 11, 18a and 18b
Form 8825 (Rental Properties)	Line 2 - (Gross Rents)
Form 1099 (Sole Proprietor)	Box 7 - (Non-employee Compensation)

- If the business has multiple locations and its corporate offices are located **OUTSIDE** of the Township a profit and loss statement must be attached to this tax return to verify gross receipts reported for the Township location.

LINE 2/LINE 10 - EXCLUSIONS – If documentation is attached to this tax return, gross receipts **MAY** be excludable for the following:

- Gross Receipts paid to another municipality and/or state. (Must attach a copy of the other municipality's and/or state's tax return and proof of payment).
- Gross Receipts generated in the business' other **physical** locations outside of Lower Merion Township unless business is based in the Township. (Must attach a profit and loss statement for the Township of Lower Merion location).
- Special situations as per the Township of Lower Merion Business Tax Regulations, Ordinance and State Law.
- The gross receipts reported under the Business Privilege tax section may be excluded from the Mercantile tax section and vice versa.

LINE 9 – MERCANTILE GROSS RECEIPTS – Enter any receipts from retail or wholesale activities here.

- If the business' sole location or corporate office is **INSIDE** the Township, use the list below to determine the gross receipts. The appropriate Federal tax return listed below must be attached to this tax return to verify gross receipts reported. Please attach all applicable pages listed below.
- If the business has locations **OUTSIDE** or in addition to the Township location, a profit and loss statement must be attached to this tax return to verify gross receipts reported for the Township location.

<u>IF FILING:</u>	<u>USE LINE BELOW FROM YOUR FEDERAL TAX RETURN TO DETERMINE TOTAL GROSS RECEIPTS:</u>
Schedule C (Sole Proprietor)	Page 1 - Line 3
Schedule C-EZ (Sole Proprietor)	Page 1 - Line 1
Form 1120 (C Corporation)	Page 1 - Line 1C
Form 1120S (S Corporation)	Page 1 - Line 1C
Form 1065 (Partnership)	Page 1 - Line 1C
Form 1099 (Sole Proprietor)	Box 7 - (Non-employee Compensation)

LINE 7/LINE 15- 2008 Estimated Tax Payment - Small Taxpayer Relief – If the business has gross receipts of \$25,000 or less for the actual year and cannot exclude more than \$1,000 of gross receipts from any source outside of the Township, an estimated tax payment (Line 8) is not required.

LINE 18 – EMST CREDIT – This credit is only available to Schedule C filers who paid the EMST tax to the Township of Lower Merion in the tax year. The credit is the lower of \$47 or the amount on Lines 8 and 16.

Taxpayers Rights:

Taxpayers are entitled to receive a written explanation of their rights with regard to the assessment, audit, appeal, enforcement, refund, and collection of certain taxes administered by the Township. A written explanation entitled *Township of Lower Merion Taxpayers Bill of Rights Disclosure Statement* has been prepared for this purpose and is available without charge from the Township. A copy may be requested in person, by telephone (610-645-6142) by mail or on the Township's website www.lowermerion.org.