

READ THOROUGHLY BEFORE COMPLETING FORM

IF YOU DO NOT HAVE AN ACCOUNT, SUBMIT WITH YOUR RETURN A REGISTRATION FORM. INCOMPLETE FORMS OR MISSING ACCOUNT # MAY BE TREATED AS FAILURE TO FILE RETURN.

TAX IDENTIFICATION # _____ # of employees working in Pitcairn _____

Description of Business Activity _____

Check one: Business operated as _____ Individual/Proprietor _____ Partnership _____ Corporation or LLC _____

NAME
 ADDRESS
 CITY / ST / ZIP

	Wholesale	Retail
1) TOTAL GROSS RECEIPTS/VOLUME (Schedule A)	\$ _____	\$ _____
2) EXCLUSIONS (complete Schedule B)	_____	_____
3) TAXABLE GROSS RECEIPTS (Line 1 – Line 2)	_____	_____
4) TAX RATE	0.001	0.0015
5) TAX DUE (Line 3 x Line 4 = Line 5)	_____	_____
6) INTEREST AND PENALTY (1% a mo) (Line 5 x %)	_____	_____
7) ADD 2025 LICENSE FEE IF NOT ALREADY PAID	_____	_____
8) TOTAL DUE (Line 5 + Line 6 + Line 7)	_____	_____

Check # _____ Total Paid = COMBINE LINE 8 COLUMNS \$ _____

Signature: _____ Job Title: _____
 PRINT NAME HERE: _____ Date ____ / ____ / ____
 Phone # _____ Email: _____ Fax # _____

Submit a copy of documentation used to obtain amount reported on line 1 and 2

SCHEDULE A LINE 1: HOW TO REPORT TOTAL GROSS REVENUE / VOLUME

A1 If conducting business from a PITCAIRN location the entire 2024 year, file by **April 15, 2025**
 Report total gross receipts generated by the PITCAIRN location for the 2024 calendar year on line 1
 Use calendar year receipts even if the business has a year end other than December 31st

A2 If business commenced in PITCAIRN after January 1 2024, a return is due **April 15, 2025**
 Multiply your first 30 days gross receipts from 2024 x 12 months.
 \$ _____ x 12 months = \$ _____ report on Line 1

A3 If business commenced in PITCAIRN during 2025, **The return is due 40 days from the start date**
 multiply the first 30 days receipts by the remaining months. **2025 START DATE** ____ / ____ / ____
 \$ _____ 30 days x _____ months + fractions = \$ _____ report on Line 1
Example: If start date is January 12, use Jan 12 to Feb 11 gross receipts x the remaining months
 If the 30 days receipts is \$100 x remaining 11.67 months = \$1,167. March 31, 2025 would be the due date.

A4 If business in PITCAIRN is temporary or seasonal, **file return within 7 days from completion date.**
 Report your 2025 ACTUAL calendar year gross receipts without deductions. Report on Line 1
 Start Date ____ / ____ / ____ Completion Date ____ / ____ / ____
 Examples of documentation may include contract progress billing statements, receipt vouchers, etc.

SCHEDULE B: EXCLUSIONS FROM GROSS RECEIPTS – Report total on Line 2 of page one

	Wholesale	Retail
B 1) Interstate transactions - attach breakdown	\$	\$
B 2) Manufacturing - attach federal or PA exemption		
B 3) Articles of own growth		
B 4) Sales returns and allowances- if included in gross receipts		
B 5) Trade discounts or Service Receipts		
B 6) Excise tax / federal tax on admissions/dues		
B 7) Liquid fuels tax - gasoline only		
B 8) Receipts of entity categorized as a public utility		
B 9) Commissions paid by a broker to another broker		
B10) Tax receipts collected as an agent for USA or PA		
B11) Beer distributor		
B12) Receipts attributable to locations outside of Pitcairn attach breakdown and list addresses		

PITCAIRN COUNCIL AUTHORIZED THE MUNICIPALITY OF MONROEVILLE TO COLLECT MERCANTILE TAX FOR THE BOROUGH OF PITCAIRN BEGINNING JANUARY 1, 2006.

INSTRUCTIONS:

- ❖ Line 1 and 2: Complete and insert Gross Receipts / Volume from Schedule A and B
Allocate amounts between applicable columns.
Submit a copy of documentation used to obtain amount reported on line 1 and line 2
- ❖ Line 6 = 1% per month is a combined rate of interest @ 6% per annum and penalty @ ½% per month.
- ❖ Line 7 = \$5 per location in Pitcairn when reporting receipts for only one tax type.
\$10 for each location reporting gross volume or receipts from wholesale and retail activities.
- ❖ Checks should be made payable to “Municipality of Monroeville.”
- ❖ Post mark at the post office **BY APRIL 15, 2025**. Submit the return with appropriate payment and documentation. Due Date is different if business commenced in Pitcairn in current year.
- ❖ Mail to: Business Tax Office 2700 Monroeville Blvd Monroeville, PA 15146-2388.

Direct Inquiries to: montax@monroeville.pa.us Phone 412 317 5080 Facsimile 412 856 1054
<https://www.monroeville.pa.us/tax-forms> provides detailed information for Pitcairn Tax Ordinances since this return does not contain all details and disclosures.

LOCAL LAW DOES NOT PROVIDE FOR AN EXTENSION OF TIME TO FILE.

It is recommended you file a tentative return WITH payment then amend the return if necessary.
Any unpaid balance must include interest & penalty.

Definition of tax type:

WHOLESALE/RETAIL = Mercantile: Sale of tangible goods, commodities, food, beverages, or a place of amusement
Examples include: merchandise, theaters, amusement parks, bowling alleys, and pin ball machines

TAXPAYERS BILL OF RIGHTS DISCLOSURE STATEMENT: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes from <https://www.monroeville.pa.us/tax-forms> or the Tax Office.