

**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 4 x Line 5)                   |           |        |
| 6) INTEREST AND PENALTY (1% a mo) (Line 5 x %) |           |        |
| 7) ADD 2014 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 2013 year, file by **April 15, 2014**  
 Report total gross receipts generated by the PITCAIRN location for the 2013 calendar year on line 1  
 Use calendar year receipts even if the business has a year end other than December 31<sup>st</sup>

**A2** If business commenced in PITCAIRN after January 1 2013, a return is due **April 15, 2014**  
 Multiply your first 30 days gross receipts from 2013 x 12 months.  
 \$ \_\_\_\_\_ x 12 months = \$ \_\_\_\_\_ report on Line 1

**A3** If business commenced in PITCAIRN during 2014, **The return is due 40 days from the start date**  
 multiply the first 30 days receipts by the remaining months. **2013 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, 2014 would be the due date.

**A4** If business in PITCAIRN is temporary or seasonal, **file return within 7 days from completion date.**  
 Report your 2014 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- <b>if included in gross receipts</b>                            |           |        |
| 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<br>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, 2014**. 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](mailto:montax@monroeville.pa.us) Phone 412 856 3347 Facsimile 412 856 1054  
[www.monroeville.pa.us](http://www.monroeville.pa.us) 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 [www.monroeville.pa.us](http://www.monroeville.pa.us) or the Tax Office between 9 a.m. and 4 p.m.