



**CITY OF WILLIAMSPORT**  
 City Treasurer  
 PO Box 1265  
 Williamsport, PA 17703  
 570.327.7520

**MERCANTILE AND BUSINESS  
 PRIVILEGE TAX RETURN**  
 THIS FORM MUST BE FILED WITH YOUR PAYMENT

**Due April 15th of Tax Year**

REPORT FOR TAX YEAR

MBP ACCOUNT NUMBER:		FEDERAL EIN:	
BUSINESS NAME AND MAILING ADDRESS:		BUSINESS LOCATION:	
ACKNOWLEDGMENT AND SIGNATURE:  I DECLARE UNDER PENALTY OF LAW THAT THIS RETURN IS A TRUE AND COMPLETE STATEMENT TO THE BEST OF MY KNOWLEDGE AND BELIEF.  SIGNED _____  DATE: _____		NATURE OF BUSINESS	
		BUSINESS OWNER	
		OWNER PHONE NUMBER	
		TAX PREPARER	
		PREPARER PHONE NUMBER	

Landlords, please list all rental locations on a separate sheet of paper.

**COMPUTATION OF VOLUME OF BUSINESS:**

- A. If in business entire prior calendar year, report prior calendar year gross receipts:  A.
- Or  
 B. If business commenced **after** January 1 of the prior calendar year, indicate starting date:  M/M / D/D / Y/Y/Y/Y
- Divide your total volume of business by the number of months in business and multiply by 12.  
 Total Business \_\_\_\_\_ ÷ # months in business \_\_\_\_\_ = \_\_\_\_\_ x 12 =  B.
- Or  
 C. If business commenced in **current** calendar year, multiply your first months volume of business by the remaining number of months in the current year including fractions thereof from starting date to December 31. File tax return **40 days** from the date of commencing such business.  
 \$ \_\_\_\_\_ x \_\_\_\_\_ =  C.  
First Months Volume Remaining # of months including fractions thereof
- Or  
 D. If temporary, seasonal, or non-local contractor, file return 7 days after close of business.  D.
- Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Report actual gross of business	Gross volume of business	*Exemptions & Exclusions	Taxable Amount	Tax rate	Amount of tax due
1. Service or Rental	<input type="text"/>	<input type="text"/>	<input type="text"/>	.004	<input type="text"/>
2. Retail Business	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00075	<input type="text"/>
3. Wholesale Business	<input type="text"/>	<input type="text"/>	<input type="text"/>	.0005	<input type="text"/>
4. Total Tax (enter total of line 1 + 2 + line 3)					<input type="text"/>
5. Add interest @ <b>0.5%</b> per month or fraction thereof from date due until paid					<input type="text"/>
6. Add penalty of <b>10%</b> of line 4 if paid after 4/15					<input type="text"/>
7. License fee - \$10.00					<input type="text"/> 1000
8. Total (enter total of line 4 + line 5 + line 6 + line 7)					<input type="text"/>

\* List exemptions on a separate page.

A copy of your prior year federal income tax return, appropriate IRS schedule (for example: Form 1120, 990, 1065, Schedule C, or E), or detailed accounting schedule must be filed to verify gross receipts claimed.

**Make Checks payable to: City Treasurer**  
 There will be a **\$35.00** fee for returned payments & checks. **REMIT TO:** City Treasurer  
 PO Box 1265  
 Williamsport, PA 17703

**SEE INSTRUCTIONS ON REVERSE SIDE**



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### **MERCANTILE AND BUSINESS PRIVILEGE TAX INSTRUCTIONS**

A completed Mercantile / Business Privilege (MBP) Tax return must be filed with payment and remitted to the City Treasurer's Office. Please contact us with any questions via email at [Treasurer@cityofwilliamsport.org](mailto:Treasurer@cityofwilliamsport.org) or by phone at 570-327-7520.

Additional information may be found online at [www.cityofwilliamsport.org/government/treasurer](http://www.cityofwilliamsport.org/government/treasurer).

#### **INSTRUCTIONS:**

1. Each person, partnership, association, or corporation engaged in any business within the City of Williamsport is liable for filing a MBP tax return form, paying the annual license fee, and paying any tax due.
2. Returns are due by April 15th and gross receipts are calculated based on your previous year's gross receipts. Failure to pay by the due date will result in penalty and interest charges being applied.
  - a. New businesses must file within 40 days of commencement. If no receipts will be generated within the first 40 days, please contact our office for filing instructions.
  - b. Seasonal, temporary, itinerant and non-local contractors must file for a license within 40 days of commencing business. Returns should be filed and paid within 7 days of the business closing or job being completed.
  - c. If an extension is requested, a copy of your state or federal extension form is required to be filed with the City Treasurer by April 15th. An estimated tax payment must still be made and filed by April 15th of the tax year.
  - d. Filings will be considered timely if they are filed the next business day when the deadline falls on a holiday or weekend. Postmarks from the post office are also accepted and considered timely when made by the deadline.
3. Late payments will be charged a 10% penalty and interest will be added at ½% per month or part of month that the payment is late.
4. A copy of the appropriate properly completed IRS and/or PA schedule or schedules (i.e. Schedule C, Schedule E, Form 1120, Form 990, etc.) must be enclosed with your filing. Failure to supply proper supporting documentation verifying total gross receipts will result in an incomplete filing.
5. A \$1,000 gross receipts exclusion may be applied to each business per the City ordinance. Additional exclusions claimed must be detailed on a separate sheet.
6. Your license is included with your tax forms. A \$10 License fee payment must be made with your tax filing. Failure to pay for your license by the due date will result in an invalid license. License(s) are required to be displayed conspicuously at each business location.
7. Checks can be made payable to City Treasurer and remitted to:

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PO Box 1265  
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