



CITY OF WILLIAMSPORT

City Treasurer
PO Box 1265
Williamsport, PA 17703
570.327.7520
treasurer@cityofwilliamsport.org

MERCANTILE AND BUSINESS
PRIVILEGE TAX RETURN

THIS FORM MUST BE FILED WITH YOUR PAYMENT

Due April 15th of Tax Year

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 and match gross receipts claimed. Returns submitted without supporting documentation will be assessed a \$20 incomplete filing fee unless on extension.

REPORT FOR TAX YEAR

Form with fields: MBP ACCOUNT NUMBER, FEDERAL EIN, BUSINESS NAME AND MAILING ADDRESS, BUSINESS LOCATION, ACKNOWLEDGMENT AND SIGNATURE, NATURE OF BUSINESS, BUSINESS OWNER, OWNER PHONE NUMBER, TAX PREPARER, PREPARER PHONE NUMBER.

COMPUTATION OF VOLUME OF BUSINESS:

Form with options A, B, C, D for computing business volume. Includes fields for gross receipts, starting date, total business, first months volume, and remaining months.

Table with 5 columns: Report actual gross of business, Gross volume of business, *Exemptions & Exclusions, Taxable Amount, Tax rate, Amount of tax due. Rows include Service or Rental, Retail Business, Wholesale Business, Total Tax, Add interest, Add penalty, License fee, Total.



If your business is making a payment only and will be supplying supporting documents by the federal extension date, please check this circle. Penalty & Interest will be assessed on all payments after 4/15

Make Checks payable to: City Treasurer

There will be a \$15.00 fee for returned payments & checks.

A full fee schedule is available online @ cityofwilliamsport.org

REMIT TO: with arrow

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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 or by phone at 570-327-7520.

Additional information may be found online at www.cityofwilliamsport.org/government/treasurer. The Mercantile & Business Privilege Rules & Regulations are available online for reviewal.

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 and assessment of appropriate \$20 fee.
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. A full list of exemptions is under Section 205 of the Rules and Regulations.
6. Your license is mailed out in May following the April 15th due date. 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 and further penalties under local law. 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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