

WILSON AREA SCHOOL DISTRICT
2040 WASHINGTON BOULEVARD
EASTON PA 18042-3890
484-373-6007

INSTRUCTION SHEET FOR COMPLETING THE MERCANTILE TAX RETURN
VOLUME OF BUSINESS TO BE REPORTED

Principal place of business:

1. School District territorial boundaries:
Total gross volume of business

2. Out-of-town:

If a business location is in another community that imposes a Mercantile Tax, all receipts are to be taxed by that community, unless a field office is located within the District boundaries. The receipts derived from the field office would be taxable in the District.

SPECIFIC INSTRUCTIONS FOR COMPLETION OF MERCANTILE TAX RETURN

The deadline for filing the 2023 tax return without penalty is October 2, 2023.

All information requested on the return must be completed.

Line 1: Enter the gross volume of business for the calendar year in the specific columns. If the business was not in operation for the full year or had zero receipts, please report the amounts and explanation with attached supporting documents.

EXCEPTION: Out-of-town business – See item 2 above.

These figures can be obtained from the Federal or State Income Tax returns (**Copy of the applicable form or schedule must be attached to Mercantile Tax Return**):

BUSINESS

RENTALS

<u>Ownership</u>	<u>Tax Form</u>	<u>Schedule</u>	<u>Line</u>
Self-employed	1040	C-EZ	1
Self-employed	1040	C	3
Partnership	1065		1c
Corporation	1120-1120A-1120S		1c

<u>Tax Form</u>	<u>Schedule</u>	<u>Page</u>	<u>Part</u>	<u>Line</u>
1040	E		1	3 total
1065	8825			17
1120-1120a		1		6
1120	8825			17

PLEASE ATTACH A COPY OF THE ABOVE APPLICABLE FORM(S) TO THE TAX RETURN.

Line 2: Tax rates are preprinted on the tax form.

Line 3: Enter tax due in each category by multiplying amount on line 1 by rate on line 2. Enter the sum of these amounts in total column.

Line 4: Penalties of 5% plus 1% per month will be charged on payments received late.

Line 5: Add lines 3 and 4, if applicable. Enter the sum of these amounts in total column.

Line 6: Rental Properties: List each rental location and amount of rentals under Gross Receipts. Enter total Gross Receipts of Rentals on line 1 under Rentals. If any property was sold or purchased, list the dates involved.

Delinquent accounts will be turned over for collections **May 1, 2024.**

RETURN WHITE COPY WITH REMITTANCE –GOLD COPY FOR YOUR FILES