

# SOUTH WHITEHALL TOWNSHIP

4444 Walbert Avenue, Allentown, PA 18104-1699  
 www.southwhitehall.com • (610) 398-0401  
 Office Hours: Weekdays, 8 A.M. to 4 P.M.

## BUSINESS PRIVILEGE TAX RETURN

TAX YEAR JANUARY 1, 2023 TO DECEMBER 31, 2023

**LICENSE NO.**

**OWNER'S NAME**

### WORKSHEET — TAXPAYER COPY

**TAX DUE ON OR BEFORE APRIL 30, 2024**

#### INSTRUCTIONS

- IF YOUR BUSINESS IS LOCATED WITHIN SOUTH WHITEHALL TOWNSHIP ENTER YOUR GROSS VOLUME OF BUSINESS ON THE TOP LINE OF THE WORKSHEET. IF YOUR BUSINESS IS **NOT** LOCATED WITHIN SOUTH WHITEHALL TOWNSHIP BUT YOUR BUSINESS CONDUCTS TRANSACTIONS WITHIN THE TOWNSHIP FOR 15 OR MORE DAYS DURING THE YEAR ENTER YOUR GROSS VOLUME OF BUSINESS FOR THE TRANSACTIONS CONDUCTED WITHIN SOUTH WHITEHALL TOWNSHIP ON THE TOP LINE OF THE WORKSHEET. IF YOU HAVE CONDUCTED BUSINESS IN SOUTH WHITEHALL TOWNSHIP FOR 15 DAYS OR LESS DURING THE YEAR, YOU MAY DISREGARD THE GROSS VOLUME OF BUSINESS PORTION OF THE FORM AND PAY ONLY THE \$35.00 LICENSE RENEWAL FEE. YOU MUST INCLUDE THE APPROPRIATE FORM(S) FROM YOUR FEDERAL INCOME TAX RETURN TO SUBSTANTIATE YOUR GROSS RECEIPTS.<sup>1</sup> **PLEASE BE ADVISED THAT FAILURE TO SUPPLY THE APPROPRIATE SUBSTANTIVE BACKUP TO SUPPORT YOUR GROSS RECEIPTS, WILL DELAY THE PROCESSING OF YOUR RETURN AND MAY RESULT IN PENALTIES AND INTEREST BEING ASSESSED TO YOUR TAX RETURN.**
- MULTIPLY YOUR GROSS VOLUME OF BUSINESS BY THE APPROPRIATE TAX RATE.
- IF YOUR FINAL TAX RETURN IS FILED AFTER THE DUE DATE, MULTIPLY YOUR TOTAL DUE BY 5%. IN ADDITION, YOU MUST ADD INTEREST WHICH IS CALCULATED AT 1.5% PER MONTH AFTER TAX DUE DATE.\* (APRIL 30TH)
- ADD YOUR BUSINESS PRIVILEGE LICENSE RENEWAL FEE OF \$35.00.
- COPY THE WORKSHEET INFORMATION TO THE FINAL RETURN AT THE BOTTOM OF THIS FORM. DETACH AT PERFORATION AND RETURN TOWNSHIP COPY WITH YOUR CHECK MADE PAYABLE TO "SOUTH WHITEHALL TOWNSHIP".
- MAIL TO: SOUTH WHITEHALL TOWNSHIP BUSINESS PRIVILEGE TAX DEPARTMENT, 4444 WALBERT AVENUE, ALLENTOWN, PA 18104-1699.

<sup>1</sup> FORMS, IF APPLICABLE: 1040-SCHEDULE C, 1065, 1120, 1120S, 1040-SCHEDULE E, 8825 OR 1099.

	RENTAL / RETAIL / SERVICE	WHOLESALE	TOTAL
GROSS			
TAX RATE	.00150	.00100	
FINAL TAX			
FILED AFTER DUE DATE 5% PENALTY			
1.5% PER MONTH INTEREST			
AMOUNT DUE			
2024 BUSINESS PRIVILEGE LICENSE RENEWAL ADD			<b>\$35 00</b>
<b>TOTAL AMOUNT DUE</b>			

**TAX DUE ON OR BEFORE APRIL 30, 2024**

PLEASE FILL IN FINAL RETURN PORTION — DETACH AT PERFORATION

MAIL ALONG WITH CHECK AND COPY OF FEDERAL INCOME TAX RETURN AND APPLICABLE FORM(S) TO SOUTH WHITEHALL TOWNSHIP

### FINAL RETURN — TOWNSHIP COPY

### SOUTH WHITEHALL TOWNSHIP BUSINESS PRIVILEGE TAX RETURN

TAX YEAR JANUARY 1, 2023 TO DECEMBER 31, 2023

**DUE APRIL 30, 2024**

OFFICE HOURS: WEEKDAYS, 8 A.M. TO 4 P.M.

	GROSS	TAX RATE	FINAL TAX						
RETAIL/ RENTAL/ SERVICE		.00150							
WHOLESALE		.00100							
TOTAL GROSS				TAX DUE	PENALTY	INTEREST	AMOUNT DUE	2024 RENEWAL FEE	TOTAL DUE
								<b>\$35.00</b>	

PLEASE NOTE ANY CHANGES TO YOUR COMPANY INFORMATION IF NECESSARY

**LICENSE NO.**

**OWNER'S NAME**

I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN.

SIGNATURE (OWNER'S NAME)

TITLE

DATE

PHONE