

NORTH HUNTINGDON TOWNSHIP



Business Gross Receipts Tax

FOR TAX YEAR
BASED ON
TOTAL TAX DUE
ACCOUNT NO.
ORDINANCE NO. 1085

GROSS RECEIPTS

Make checks payable to:
Shelley Buchanan, Tax Collector
11279 Center Highway
North Huntingdon, PA 15642
Phone (724) 861-4624

**Please make a copy of the
completed form for your records**

PLEASE MAKE ADDRESS CHANGE IF ABOVE IS NOT CORRECT

PLEASE COMPLETE ALL LINES BELOW IN FULL

Local or Trade Name of Business: _____

Nature of Business: _____

Owner or Owners Names: _____


Managers Name: _____ **Month Fiscal Year Ends** _____

Business Phone Number: _____ **Date Business Started in NHT** _____

**ENCLOSE A COPY OF YOUR BUSINESS FEDERAL INCOME TAX RETURN OR
ALL WORKPAPERS CONTAINING CALCULATIONS USED TO DETERMINE
AMOUNT OF GROSS RECEIPTS REPORTED.**

How to Compute Tax at 1 mill: MULTIPLY 70% OF GROSS VOLUME BY .001 — ONE MILL EQUALS \$1.00 PER \$1,000.00

COMPUTATION OF TAX:

- 1. Actual GROSS VOLUME OF BUSINESS (whole year) \$ _____
- 2. LESS: Gross receipts from manufacturing _____
- 3. 70% of gross volume of business _____
(Line 1 less Line 2 x 70%)
- 4. 1 mill (.001) of 70% of gross volume of business _____
(Line 3 x .001)
- 5. BUSINESS LICENSE FEE \$ 10.00
License will be issued when tax is paid in full for the year.
- 6. PENALTY (Add 1% on the amount of the unpaid tax for each month
or fraction thereof if paid after final due date 5/15 of the
tax year) _____
- 7. INTEREST (Add 1% on the amount of the unpaid tax for each month
or fraction thereof if paid after final due date 5/15 of the
tax year) _____
- 8. TOTAL AMOUNT DUE (Sum of Lines 4, 5, 6, and 7. This amount must
be paid in full at the time of filing the Return.)  \$ _____

AUTHORIZED SIGNATURE

PRINT SIGNATURE

DATE

CASH
 CHECK

CHECK NO.

**NORTH HUNTINGDON TOWNSHIP – BUSINESS GROSS RECEIPTS TAX
ORDINANCE #1085**

- Payment due date is May 15 of each tax year. Tax must be paid in full by this date to avoid penalty and interest.
- Penalty – Must be added to payments made after May 15 at 1% of unpaid tax for each month or fraction thereof.
- Interest – Must be added to payments made after May 15 at 1% of unpaid tax for each month or fraction thereof.
- Business License Fee - \$10.00 per year. License will be issued when tax is paid in full for the year. License must be conspicuously posted at each place of business at all times.
- Tax Form – All lines must be completed to avoid return of form due to incomplete filing.
- Proof of Gross Receipts - A copy of your business federal income tax return or work papers containing calculations used to determine amount of gross receipts reported, must be attached to completed form.
- Manufacturing and Non-Profit Entities - Proof of Manufacturing exemption must be sent with final return. License fee of \$10.00 per year must be enclosed.
- Cost of Goods Sold – Is **NOT** an allowable deduction
- **Filing Federal Extension** – Interest & Penalty are not excused on extensions. Estimated payment should be made until final return can be filed. Refunds will be processed if estimate is overpaid.
- Ordinance #1085 - www.nhtpa.us. Click on Documents/Forms/Maps, NHT TAX OFFICE, Business Gross Receipts Form. **If filing blank PDF form from website, you must include your account name/number to receive proper credit to your account.**

DO NOT FORGET:

**ENCLOSE A COPY OF YOUR BUSINESS
FEDERAL
INCOME TAX RETURN (SCHEDULE C) OR ALL
WORKPAPERS CONTAINING CALCULATIONS
USED TO DETERMINE AMOUNT OF GROSS
RECEIPTS REPORTED.**