

INSTRUCTIONS FOR COMPLETING THIS RETURN

These instructions are provided to help you complete the Business Privilege Tax Return. A Return must be filed by every person conducting or engaging in business activities with Irwin Borough during the tax year. A Business Tax booklet is available upon request.

FOLLOW THESE STEPS IN COMPLETING YOUR RETURN

- (1) Verify the business information (name, license #, mailing address, business location, etc.) that is printed on the Return; make any necessary corrections.
- (2) Compute your gross volume of business and enter on Line 1; enter any additional taxable transactions on Line 2. There is an automatic deduction of \$5,000 on the gross volume of business as shown on line 3. Attach a copy of the IRS Form or Schedule to substantiate the amounts reported. The gross volume is computed as follows:
 - **IF YOU WERE IN BUSINESS DURING THE ENTIRE PRIOR CALENDAR YEAR**, your gross volume of business is equal to the actual gross amount of business (gross receipts) transacted during the entire prior calendar year.
 - **IF YOU STARTED BUSINESS IN IRWIN DURING THE PRIOR CALENDAR YEAR**, your gross volume of business is equal to the monthly average of the actual gross receipts transacted during the prior calendar year, multiplied by 12.
 - **IF YOU STARTED BUSINESS DURING THE CURRENT TAX YEAR BUT PRIOR TO OCTOBER 1**, your estimated gross volume of business is equal to the monthly average of the actual gross amount which you transacted during your first 3 months, multiplied by the number of months you were in business during the current tax year.
 - **IF YOU STARTED BUSINESS DURING THE CURRENT TAX YEAR BUT ON OR AFTER OCTOBER 1**, your gross volume of business is equal to the actual gross amount of business which you transacted during the current tax year. Attach a statement of the actual gross amount of business which you transacted during the current tax year in lieu of a Federal Tax Return.
 - **IF YOU CONDUCT OR ENGAGE IN A BUSINESS WHICH IS TEMPORARY, SEASONAL OR ITINERANT BY NATURE**, your gross volume of business will be computed by a method determined by the Tax Administrator. Please contact the Irwin Borough Tax Office for further information if your business falls into these categories.
- (3) If you conducted or engaged in business activities which resulted in taxable gross receipts not otherwise reported on Line 1, enter the amount of these transactions on Line 2. Attach a statement showing the nature and amount of such additions.
- (4) Compute the taxable volume of business by adding Lines 1 and 2 and subtracting Line 3. Enter this amount on Line 4.
- (5) Multiply the amount on Line 4 by the tax rate of .001 and enter this amount on Line 5.
- (6) If your Return is filed after the due date specified, applicable penalty and interest charges must be added. Compute the penalty due by multiplying the amount shown on Line 5 by 10% and enter this amount of Line 6. Compute the interest due by multiplying the amount shown on Line 5 by 1% for each month or part thereof during which the tax remains unpaid and enter this amount on Line 7.
- (7) Compute the total amount due by adding Lines 5, 6 and 7 and enter this amount on Line 8. If your Return shows a balance due of \$1.00 or more, it must be paid in full.