



Radnor Township
 Attn: Business Tax Office
 Finance Department
 301 Iven Avenue
 Wayne PA 19087
 610-688-5600 ext 186
 Fax 610-688-1279
 www.radnor.com

2021 RADNOR TOWNSHIP MERCANTILE TAX RETURN

2020 Reconciliation (January 1 to December 31, 2020)
 2021 Estimate (January 1 to December 31, 2021)
 Make Check Payable To: Radnor Township

Account No./License No.:

ACCOUNT NO./LICENSE NO. MUST BE INCLUDED

Legal Business/Trade Name and Mailing Address (FILL IN BELOW):

THIS SPACE FOR OFFICE USE ONLY

<input type="checkbox"/> CASH	<input type="checkbox"/> EXTENSION
<input type="checkbox"/> CHECK NO	<input type="checkbox"/> REFUND
_____	CHECK NO _____
AMOUNT REC'D _____	AMOUNT \$ _____
\$ _____	Date Mailed _____

Attach copies of federal tax returns and schedules or worksheets to support Gross Volume of Business reported and any claimed exclusions or exemptions. Tax return not considered complete unless with supporting documentation attached and return is signed and dated.

CHECK BOX: 1040 SCH. C 1040 SCH. E 8825 1065 1120S 1120 STATE RETURNS P&L STATEMENT Other _____

Tax Identification Number (EIN/SSN): _____

MERCANTILE TAX RETURN 2021 (Due May 17, 2021)

1. 2020 Total Gross Volume of Business (2020 Reconciliation January 1 to December 31, 2020)	1.	\$	
1a. Less: Annual Exclusion	1a.	(25,000.00)	Subtract
1b. Less: Other Exclusions / Exemptions (see General Information)	1b.		Subtract
1c. Receipts Subject to Tax (Line 1 – Line 1a – Line 1b)	1c.		
2. Tax Due (Line 1c x 0.003)	2.		
3. Less Prior Year Estimated Tax Paid for 2020 (Line 6 of Last Year's 2020 Return)	3.	()	Subtract
4. Additional Tax or Credit Due (Line 2 – Line 3)	4.		
5. Current Year: Estimated 2021 Gross Volume of Business less \$25,000 (Must at least equal 2020 Adjusted Gross Volume of Business in Line 1c)	5.		
6. 2021 Estimated Tax Due (Line 5 x 0.003)	6.		
7. Total Tax Due (Line 6 + Line 4)	7.		
8. EXTENSION – Amount paid with timely extension filing (if applicable)	8.	()	Subtract
9. PRIOR YEAR CREDIT FROM PREVIOUS YEAR 2020 RETURN (if applicable)	9.	()	Subtract
10. Total Tax Due Less Extension Amount previously paid (Line 7 – Line 8 – Line 9) and Prior Year Credit/Overpayment from 2020 Return	10.		
PENALTY & LATE CHARGES (if not filed and/or paid by May 17, 2021)			
11. Add 10% to Line 10 (applied to late or incomplete returns/payments)	11.		
12. Add 1% to Line 10 for each month or part thereof that return is late	12.		
13. LICENSE FEE for 2021 (\$10.00 per location in Radnor Township) _____ X \$10	13.		
14. TOTAL TAX DUE (CREDIT): (Line 10 + Line 11 + Line 12 + Line 13)	14.	\$	

If Line 14 is a Credit, please check one: Refund Credit Next Year 2022 Return

CHANGES ONLY: Please review your businesses information for accuracy and note any changes to this information below.

Location(s) of Business: _____
 Name/Trade Name _____
 Mailing Address _____
 Phone Number _____ Email _____

I declare under penalty of law that all statements made herein and/or in supporting schedules are true, correct and complete to the best of my knowledge and belief.

Preparer's Signature _____
Print Name: _____
Date: _____
Telephone No.: _____
Email: _____

Taxpayer's Signature _____
Print Name: _____
Date: _____
Telephone No.: _____
Email: _____

(REQUIRED TO RECEIVE BUSINESS LICENSE)

Check if applicable:

- EXTENSION REMITTANCE ONLY: Include a copy of Form 4868 or 7004 and tax payment.
- FINAL RETURN COMPLETED FOR THE YEAR 2021: Check this box only if an extension was filed and paid earlier for this year.
- * FINAL RETURN FOR BUSINESS: Terminated/Ceased business operations in 2020. (No license fee due if this box is checked)

* If filing a final return for your business, please indicate reason: Sold Moved Closed Effective Date: _____

GENERAL INFORMATION

The Mercantile Tax of 3 mills (\$3.00 per \$1,000.00 of receipts) is to be paid on the Gross Volume of Business of wholesale and/or retail vendors or dealers in goods, wares and merchandise of every kind, and all persons engaged in conducting restaurants or other places where food, drink or refreshments are sold. "Gross Volume of Business" includes all receipts, whether cash, credit or other property.

Important Note: For complete information and specific guidance about exempt entities and receipts, exclusion of certain receipts, and how to determine Gross Receipts through attribution, allocation, or apportionment, please refer to the Township's Business Privilege and Mercantile Tax Rules and Regulations. The Regulations are available from the Finance Department or online at www.radnor.com.

EXCLUSIONS AND EXEMPTIONS: It is the Taxpayer's burden to claim and prove any exemption or exclusion from tax. Tax Code (Sec. 260-31) The Taxpayer must disclose the entire Gross Volume of Business prior to exclusion and provide worksheets, tax returns or other documents supporting the claimed exclusion. Receipts included in the measure of tax shall not include:

1. The first \$25,000 of Receipts. One exclusion per Taxpayer, not per location.
2. Check regulations for specific guidelines on the exclusion of receipts related to the sale of alcoholic beverages.
3. Persons engaged in manufacturing may exclude receipts from the sale of goods manufactured by them. For purposes of the Mercantile Tax, "manufacturing" means the making of something new and different, involving a substantial (not superficial) change in material, form, composition or character, resulting in different goods and articles having a distinctive name, character and use, different from the materials from which the article is made.
4. Interstate Commerce - please refer to the Township's Rules and Regulations.
5. In general, receipts generated by IRC 501(c)(3) non-profit organizations meeting the criteria for "institutions of purely public charity" as set forth in the Institutions of Purely Public Charity Act, P.L. 508, No. 55; 10 P.S. § 371 et seq. are not included in the measure of tax. However, receipts derived by such non-profit organizations from unrelated trade or business are included in total receipts.

FILING REQUIREMENTS AND DEADLINE: You must attach copies of federal tax returns, schedules or worksheets to support Gross Volume of Business reported and any claimed exclusions or exemptions. **The tax return is not considered complete unless such documents are attached.**

The deadline to file the Mercantile Tax Return is **May 17, 2021**. To be considered timely filed, the envelope containing the tax return and payment must be postmarked no later than May 17, 2021. The Township will honor extensions for federal tax returns not filed by May 17, 2021, **PROVIDED THAT** a copy of the federal extension form is submitted, **and** the full amount of the tax is paid no later than May 17, 2021. An extension of time to file a return is not an extension of time to pay tax associated with the return. No extension of time to pay tax is permitted. Extensions of time to file are valid for up to 5 months (October 15, 2021) from the original filing due date.

PARTIAL YEAR: New businesses must file a tax return **within 40 days** from the date of commencing business activities in the Township. The Estimated Gross Volume of Business for such Taxpayers shall be computed by multiplying the Actual Gross Receipts for the first month of business by the number of months remaining in the tax year.

TAXPAYERS WITH OTHER LOCATIONS: Taxpayers with places of business both within and outside of the Township are required to obtain a Business License and pay the tax due resulting from business activity in the Township.

TAXPAYERS SELLING GOODS AND OFFERING SERVICES: Some businesses will be subject to both the Business Privilege Tax and Mercantile Tax and should file a separate return for each tax. Such businesses need obtain one Business License per location. The Township has a separate Business License Application form available for download at www.radnor.com.

TAXPAYERS WITH MULTIPLE LOCATIONS IN THE TOWNSHIP: Taxpayers with multiple locations in the Township must obtain a Business License for each location but should only file one tax return for all locations. New Taxpayers must complete a Business License Application for each location. The application is available for download from the Township's website.

ASSISTANCE: All questions and requests for clarification or assistance should be directed to: Radnor Township, Attn: Business Tax Office - Finance Department, 301 Iven Avenue, Wayne, PA 19087. The telephone number is (610) 688-5600, Extension 186.

To receive official documents or correspondence from Radnor Township concerning business taxes, please provide a valid email address. By doing so, you authorize Radnor Township to send such documents or information via email. Thank you.