

**Radnor Township Business Tax Department
Frequently Asked Questions
About Business Privilege and Mercantile Taxes**

Date: August, 2022

QUESTION(S) ABOUT VALIDITY OF FILED RETURNS

QUESTION: I filed my return by May 15th, but have not heard yet from the Township whether my return was accepted or valid. My check was cashed, but how do I know whether my return was accepted as complete by the Business Tax Office?

ANSWER: When returns are filed and tax payments made, the Township is required to immediately deposit the payment. However, due to volume and timing, it could take weeks or months before the Business Tax Office carefully reviews each return. Therefore, just because a check was cashed does not mean the return was filed accurately and properly.

It is important to keep in mind that all information requested on the return must be given. If information is missing, the return may be rejected. At a minimum, returns must have the required signatures, supporting documents attached, phone number and date signed. As well, the Township asks for an email address because the business licenses are emailed to taxpayers. You must note on the return if you do not agree to receive emails from the Business Tax Office regarding your return.

Also note that as of January 1, 2022, all amounts entered on the return must be rounded to the nearest whole dollar; no cents should be shown. (Ordinance No. 2021-13)

Please refer to the Township's Business Tax Regulations for more information on filing returns.