



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 BUSINESS PRIVILEGE 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

☐ CASH ☐ EXTENSION
☐ CHECK NO ☐ REFUND
AMOUNT REC'D CHECK NO _____
\$ _____ 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): _____

BUSINESS PRIVILEGE TAX RETURN 2021 (Due May 17, 2021)

1. **2020 Total Gross Receipts of Business** (2020 Reconciliation January 1 to December 31, 2020)

1a. Less: Annual Exclusion

1b. Less: Other Exclusions / Exemptions (see General Information)

1c. Receipts Subject to Tax (Line 1 – Line 1a – Line 1b)

2. Tax Due (Line 1c x 0.003)

3. Less Prior Year Estimated Tax Paid for 2020 (Line 6 of Last Year's 2020 Return)

4. Additional Tax or Credit Due (Line 2 – Line 3)

5. Current Year: Estimated 2021 Gross Receipts less \$25,000

(Must at least equal 2020 Adjusted Gross Receipts in Line 1c)

6. 2021 Estimated Tax Due (Line 5 x 0.003)

7. Total Tax Due (Line 6 + Line 4)

8. EXTENSION – Amount paid with timely extension filing (if applicable)

9. PRIOR YEAR CREDIT FROM PREVIOUS YEAR 2020 RETURN (if applicable)

10. **Total Tax Due Less Extension Amount previously paid (Line 7 – Line 8 – Line 9)**

and Prior Year Credit/Overpayment from 2020 Return

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)

12. Add 1% to Line 10 for each month or part thereof that return is late

13. **LICENSE FEE for 2021** (\$10.00 per location in Radnor Township) _____ X \$10

14. **TOTAL TAX DUE (CREDIT):** (Line 10 + Line 11 + Line 12 + Line 13)

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

Radnor Township Code requires that every person engaging in a business, trade, occupation or profession in the Township pay annual business privilege tax at the rate of three (3) mills (\$3.00 per \$1,000.00) on all Gross Receipts. The term "Gross Receipts" includes the gross amount of cash, credits or property that is attributable to the Township by reason of any service rendered or commercial or business transaction in connection with any business, trade, occupation or profession. (Sec. 260-40.) Generally, receipts are attributable to the Township when business activity is managed, directed or controlled from a Base of Operations in the Township, even if the customer or a significant portion of the business activity is outside the Township. Additionally, a business with no base of operations in Radnor, is subject to tax if it conducts business in the Township for any part of 15 days or more within the calendar year. Gross Receipts also includes, but is not limited to, all commissions, fees, reimbursements, rents and any other compensation received, as well as interest, dividends, capital gains and other income, whether considered "passive" or "active."

It is the Taxpayer's burden to claim and prove any exemption or exclusion from tax. Tax Code (Sec. 260-50) The Taxpayer must disclose the total Gross Receipts prior to exclusion and provide worksheets, tax returns or other documents in support of the claimed exclusion.

Under the Code, Gross Receipts does not include:

1. The first \$25,000 of Gross Receipts. (One exclusion per Taxpayer, not per location). This exclusion may only be taken once if the Taxpayer also files a Mercantile Tax return in addition to a Business Privilege Tax Return.
2. Any receipts that are already included in the calculation of the Mercantile Tax paid by the Taxpayer.
3. 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 Gross Receipts. However, Gross Receipts derived by such non-profit organizations from unrelated trade or business are included in and taxable as Gross Receipts.

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 Tax Rules and Regulations. The Regulations are available from the Finance Department or online at www.radnor.com.

FILING REQUIREMENTS AND DEADLINE

Taxpayers must attach copies of federal tax returns, schedules or worksheets to support the amount of Gross Receipts reported and any claimed exclusions or exemptions. **Tax returns are not considered complete unless such documents are attached.**

The deadline to file the Business Privilege 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.

NEW BUSINESSES IN THE TOWNSHIP

New businesses must file a tax return within 40 days from the date of commencing business activities in the Township. The Estimated Gross Receipts 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. New businesses must also obtain a Business License from the Township.

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, as such, must file a separate tax return for each tax.

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. 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.