

## **Wilson School District Mercantile and Business Privilege Tax on-line filing/payment option:**

The annual Mercantile and Business Privilege Tax Return may be filed on-line and paid with an electronic check (ACH).

**Please note: electronic payment (ACH only from a savings or checking account) and attached documentation (PDF format only) are both required in order for your on-line tax return filing to be a complete submission.** There are no convenience fees charged for on-line payment. The system will allow an ACH payment to be scheduled a maximum of 10 days in the future from the date of the on-line tax filing. The 2015/16 annual tax return and payment must be successfully submitted by April 18, 2016 in order to be considered a timely filing. If you submit the filing after April 18, 2016, the system will automatically calculate the penalty and interest due.

In order to gain access to the Wilson School District Mercantile and Business Privilege Tax Return on-line filing/payment site, please email your request to obtain a username and password to [mbpservices@wilsonsd.org](mailto:mbpservices@wilsonsd.org). You will receive a document in which you will provide pertinent business account information, including the name and email address of the authorized tax return signer for the business, as well as an e-signature agreement. Upon receipt of the signed agreement, the Wilson School District Tax Office will send the authorized tax return signer a user ID and temporary password to enter the site:

<https://mbp.wilsonsd.org>

A new password should be created upon the initial login.

Upon logging into the on-line system, follow the instructions for filing the return and payment processing. **Please note: you must complete the tax return line items, upload required supporting documentation and provide the electronic payment information during your on-line session before logging out, or your entered information and uploaded documents will not be saved.** Upon successful submission, a confirmation number will be assigned and the status of "Submitted to Tax Collector" will appear. Upon the processing of the return, the status of "Retrieved by Tax Collector" will appear. Please allow a few business days for ACH payment processing to appear on your bank statement.

If you experience any difficulty when using the on-line filing/payment system, please contact the Wilson School District Tax Office at 610-670-0180 x 1151 or x 1117.