

## OUT OF TOWN CONTRACTORS

**Q: I am a contractor based in Reading, but am working on a month-long project in one of the Wilson School District's four Municipalities. I already registered with the municipality. Do I also have to register with the Wilson School District for a Business Privilege and Mercantile Tax account?**

A: Yes. The Tax Code and Regulations require all businesses operating in the District to register with the School District's Tax Office, whether or not the business has an actual base of operation in the District. Businesses without an actual base of operation in the District must register if they conduct business in the District for 15 or more days in the calendar year. Out of town contractors must provide the School District's Tax Office with the job name and location on the registration form. Although the registration form is not required annually, out of town contractors must notify the School District's Tax Office of additional job locations in the District, in the same way that taxpayers that move or open additional locations must notify the School District's Tax Office. Only one business registration is required for out of town contractors, even if there are more than one job in a given year, unless the job locations constitute Bases of Operation of the contractor. Out of town contractors must also file a Business Privilege Return annually, and pay estimated current year taxes, until such time as they notify the District that they have completely ceased operating in the District and file a final/termination return.

**Q: I am a contractor based in Conrad Weiser but I work all over Berks County. How can I determine if any of my jobs were in the Wilson School District?**

A: Using the link below, enter the work location address and click view information

<https://munstats.pa.gov/public/findmunicipality.aspx>

The following results indicate the address is in Wilson School District and the Municipality:

**SPRING TWP, BERKS COUNTY / WILSON S D**  
**WYOMISSING BORO, BERKS COUNTY / WILSON S D**  
**SINKING SPRING BORO, BERKS COUNTY / WILSON S D**  
**LOWER HEIDELBERG TWP, BERKS COUNTY / WILSON S D**

*Please note that Wyomissing Borough is in both Wilson and Wyomissing School Districts. The following result indicates Wyomissing School District and therefore not Wilson School District.*

**WYOMISSING BORO, BERKS COUNTY / WYOMISSING AREA S D**