

# WILSON SCHOOL DISTRICT

## BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN

READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

**FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2024**  
**ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2025**  
**Due Date: APRIL 15, 2025**

	ACCOUNT NUMBER:	MUNICIPALITY:			
<b>**Please see instructions for <u>FILING ELECTRONICALLY</u> using our <u>simple and secure</u> online filing and payment system.**</b>	BUSINESS NAME AND LOCATION (IF DIFFERENT FROM BELOW):				
	DID THIS BUSINESS CLOSE DURING THE YEAR?    YES                      NO IF YES, ENTER DATE CLOSED:	HAS THIS BUSINESS MOVED?    YES                      NO IF YES, ENTER DATE MOVED: ENTER NEW ADDRESS:			
<b>A return must be filed even if you have no gross receipts.</b>					
<b>FINAL TAX RETURN FOR YEAR ENDING DECEMBER 31, 2024</b>	Wholesale	Retail	Service	Rentals	Total
1. Total Whole Volume of Business for Calendar Year 2024 (attach supporting documentation)					
2. Exclusions / Exemptions - (attach supporting documentation)					
3. Taxable Whole Volume of Business for Calendar Year 2024 (Line 1 less Line 2)					
4. Tax Rate	0.001	0.0015	0.0015	0.0015	
5. Total Tax Due for 2024 (Line 3 x Line 4)					
6. Less: 2024 Estimated Tax Paid	<b>ATTACH COPIES OF TAX RETURN, SCHEDULES OR WORKSHEETS TO SUPPORT WHOLE VOLUME OF BUSINESS REPORTED AND ANY CLAIMED EXCLUSIONS OR EXEMPTIONS. BPMT TAX RETURN NOT CONSIDERED COMPLETE UNLESS SUCH DOCUMENTS ARE ATTACHED.</b>				
7. Additional Tax Due or (Credit) (Line 5 less Line 6)					
<b>ESTIMATED TAX RETURN FOR YEAR ENDING DECEMBER 31, 2025</b>					
8. 2025 Estimated Tax Due ( must equal or exceed Line 5 )	<input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/> <b>Please check box if payment only Return on extension</b>				
9. <b>Total Tax Due</b> ( Line 7 + Line 8 )					
10. Penalty - 10% if paid after April 15 ( Line 9 x 0.10 )					
11. Interest - 1 1/2% Per Month if paid after April 15 ( Line 9 x 0.015 x number of months or part thereof late )					
<b>12. TOTAL AMOUNT DUE</b> (Line 9 + Line 10 + Line 11)					

If Box 12 is less than \$0, check box for refund or credit applied to next year:     Refund; or     Credit applied to next year    \*Make Check Payable to: **WILSON SCHOOL DISTRICT**

**FORM MUST BE PREPARED AND COMPLETED IN ITS ENTIRETY, SIGNED AND DATED.**

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

Mail Return and Payment to: **WILSON SCHOOL DISTRICT  
 ATTN: TAX OFFICE  
 2601 GRANDVIEW BLVD.  
 WEST LAWN, PA 19609-1324**

\_\_\_\_\_  
 Taxpayer's Signature Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Telephone Number Email Address

\_\_\_\_\_  
 Preparer's Signature Date

# Wilson School District

## Business Privilege and Mercantile Tax Return Filing Instructions

Line 1 - Whole Volume of Business for Calendar Year 2024 - The Business Privilege Tax and Mercantile Tax of 1.5 mills is to be paid on all retail, service and rental gross receipts and 1.0 mill on all wholesale gross receipts. Whole Volume of Business or “Gross Receipts” includes the gross amount of cash, credits or property that is credited or received for or on account of sales made, rentals and/or services rendered by any business subject to the Wilson School District Business Privilege/Mercantile Tax resolutions and all other persons, engaged in any other activity, whatsoever, carried on or exercised for gain or profit within the Wilson School District. **Supporting documentation of Whole Volume of Business is required. The entire state or federal tax return is not necessary. Some examples of acceptable documentation include: Schedule C or 1099s for a sole proprietor, Schedule E for real estate rentals, or page 1 of form 1120S for S-corporations.**

Line 2 - Exclusions / Exemptions - Any exemption or exclusion claimed must be supported by attaching accompanying worksheets, tax returns, or other documents. The burden is on the taxpayer to prove entitlement to and amount of any exemption or exclusion.

Line 3 - Taxable Whole Volume of Business for Calendar Year 2024 - This amount is calculated by taking the Whole Volume of Business amount on Line 1 less any Exclusions or Exemptions taken on Line 2.

Line 4 - Tax Rate - 1.5 mills for all gross receipts subject to tax from retail, service and rentals. 1.0 mill for all gross receipts subject to tax on wholesale transactions.

Line 5 - Total Tax Due for 2024 - Taxable Whole Volume of Business on Line 3 multiplied by the applicable tax rate on Line 4.

Line 6 – Estimated Tax Paid for 2024 - Enter the total 2024 estimated tax paid with previously filed estimated tax return for calendar year end December 31, 2024 and any additional 2024 tax estimates paid.

Line 7 - Additional Tax Due or (Credit) - Calculated by taking Total Tax Due for 2024 on Line 5 less 2024 Estimated Tax Paid with previously filed 2024 Estimated Annual Tax Return on Line 6.

Line 8 - 2025 Estimated Tax Due - Must equal or exceed Total Tax Due for Calendar Year 2024 on Line 5.

Line 9 - Total Tax Due - Calculated by taking Additional Tax Due or Credit for 2024 on Line 7 plus 2025 Estimated Tax Due on Line 8.

Line 10 - Penalty – Tax payments received after April 15, 2025 are subject to a mandatory 10 percent penalty. The penalty is calculated by multiplying the Total Tax Due on Line 9 by 10% (0.10).

Line 11 - Interest – Tax payments received after April 15, 2025 are subject to interest for each month, or fractional part of a month. Interest is calculated by multiplying the Total Tax Due on Line 9 by 1.5% (0.015) per month, or fractional part of a month, commencing with the date on which the tax was first due and payable.

Line 12 - TOTAL AMOUNT DUE – Total Tax Due on Line 9 plus any applicable Penalty on Line 10 plus any applicable Interest on Line 11.

**DUE DATE: Tax return and tax payment must be postmarked by April 15, 2025. Penalty and interest will be assessed on late tax filings/payments. The District will honor extensions provided that a copy of the federal extension form is submitted and the full amount of the tax is paid no later than April 15, 2025. No extension of time to pay tax is allowed.**

**Electronic Filing/Payment Option – The annual return can be filed electronically. Please note that the online filing system requires electronic check (ACH) payment of the total amount due in order to be processed. In order to access the online system, you must request a login and initial registration password by sending an email to [mbpservices@wilsonsd.org](mailto:mbpservices@wilsonsd.org).**

Assistance – For complete information and specific guidance regarding gross receipts, exclusion of certain gross receipts, computation of whole volume of business for those who commenced business subsequent to the beginning of a tax year, etc. please refer to the District’s Business Privilege and Mercantile Tax Regulations, available online at [www.wilsonsd.org](http://www.wilsonsd.org), administration, business office. All questions and requests for clarification should be directed to: Wilson School District, 2601 Grandview Blvd., West Lawn, PA 19609 Attn: Tax Office or by calling 610-670-0180 ext. 1117 of 1151.

NOTICE: YOU ARE ENTITLED TO RECEIVE A WRITTEN EXPLANATION OF YOUR RIGHTS WITH REGARD TO ANY AUDIT, APPEAL, ENFORCEMENT, REFUND, AND/OR COLLECTION OF LOCAL TAXES BY WILSON SCHOOL DISTRICT. YOU MAY OBTAIN A COPY OF SUCH WRITTEN STATEMENT FROM THE DISTRICT AT [WWW.WILSONSD.ORG](http://WWW.WILSONSD.ORG) OR BY CALLING THE WILSON SCHOOL DISTRICT TAX OFFICE AT (610) 670-0180, ext. 1117, BETWEEN THE HOURS OF 8:00 A.M. AND 4:00 P.M.