

**GENERAL INSTRUCTIONS FOR FILING A  
MERCANTILE AND/OR BUSINESS PRIVILEGE TAX  
LICENSE AND TAX RETURN**

**GENERAL INFORMATION**

Be sure to submit all information requested by Berkheimer Tax Administrator. Be sure to include signature and date where applicable. Failure to do so will constitute filing an incomplete return.

Return the Form, any tax due, and required documentation. Make checks payable to HAB-BPT. **NO CASH PAYMENTS WILL BE ACCEPTED.** If you request a receipt for your records, enclose a self-addressed, **stamped envelope.**

**TAX RETURN INFORMATION**

Section A Computation of Gross Volume of Business. Complete **only** where applicable.

Line (a) Enter total gross volume of business for period indicated.

Line (b) This line is to be completed if your business opened during the present tax year and an estimated gross volume is required by the appropriate Ordinance and/or Resolution. Enter appropriate gross volume of business.

Line (c) This line is to be completed if your business opened during the tax year and you are required to file an initial estimated gross volume for the first year. This section applies to those districts where Ordinances and/or Resolutions require a Final Return to be filed yearly, with the exception of the first year.

Line (d) This line is to be completed if business is temporary, itinerant, or seasonal. Enter actual gross volume of business.

**Section B Filing the Final Tax**

In this section, your gross volume of business should be calculated according to the figure indicated in Section A. Again, this final tax amount should be calculated on the actual business transacted for the period of time specified in Section A. Be sure to complete lines 1, 2, 3 and/or 4 as they apply to your type of business and tax levied at the rates indicated. Continue to complete lines 5 through 10 as they apply to your respective tax situation.

**Section C Filing the Estimated Tax**

This section is to be completed if any estimated tax return is required. To complete this section, your estimated gross volume of business should be calculated. Be sure to complete Lines 11, 12, 13 and/or 14 as they apply to your type of business and tax levied at the rate indicated. Continue to complete lines 15 through 19 as they apply to your respective tax obligations.