

▲ PLEASE DETACH AND AND DISPLAY YOUR LICENSE ▲

## **General Instructions for Filing License**

## License Fee:

This payment is to be forwarded to Berkheimer Tax Innovations by the due date, with the *LICENSE FEE* stub at the bottom of this page. Above is **The License**. This copy is to be conspicuously posted at the place of business or each of the places of business at all times. If there is more than one place of business within the district it is necessary to procure a license for each location.

Each person, partnership, association, or corporation, engaged in any business within the district, is liable for a Business Privilege and / or Mercantile Tax.

Please make all checks payable to **HAB-BPT** and return by the due date. NO CASH PAYMENTS WILL BE ACCEPTED. Your cancelled check is your receipt of payment. There will be a \$29 fee for returned checks.

Website: www.hab-inc.com

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3140. If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.

▼ PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT ▼

NO CASH PAYMENTS WILL BE ACCEPTED.
Your cancelled check is your receipt of payment
There will be a \$29 fee for returned checks.

Business Name:

LICENSE FEE

Tax Year:

Re:

District:

Account Number:

Amount of Payment: \$ \_\_\_\_\_

Check box for License(s) being remitted.

☐ SERVICES ☐ RENTALS ☐ RETAIL

DO NOT WRITE BELOW THIS LINE



Make check payable to and remit to:

**HAB-BPT**PO BOX 21810

LEHIGH VALLEY, PA 18002-1810