



**CITY OF HARRISBURG AND HARRISBURG SCHOOL DISTRICT  
BUSINESS PRIVILEGE AND MERCANTILE TAX**

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of the Business Privilege and Mercantile Tax by calling the Tax & Enforcement Administrator at (717) 255-6513, weekdays during the hours of 8:00 AM to 4:30 PM. You may request a copy in person, by telephone, or by sending a request in writing, to the address listed on the front of this tax form.

**Tax Type** – The proper category for reporting your gross receipts as indicated on the reverse side of this form.

**Wholesale** – Sales made by persons engaged, as owner or agent, in the business of selling to or exchanging with another person, goods for the purpose of resale by the person acquiring the goods sold or exchanged.

**Retail Sales** – Sales made by persons engaged as owner or agent, in the business of selling to or exchanging with another person, goods for cash, barter or consideration, or on assumption that the purchase of such goods has acquired the same for ultimate consumption or use and not for resale.

**Business Privilege** – Any profession, vocation or commercial activity for which compensation or commission is collected inclusive of receipts generated from rentals, storage videos, repairs, construction, unearned income, capital gains, interest, etc.

**Combined** – Tax type may be any combination of the above. Report your gross receipts under the indicated categories on this form.

**Business** The carrying on or exercising of any trade, profession, or other commercial activity. Employment for a wage or salary is not a business.

1. Those taxpayers having their principal place of business within the City of Harrisburg, business shall include all activities carried on within the City of Harrisburg as well as those carried on outside the City of Harrisburg.
2. Those taxpayers having their principal place of business outside the City of Harrisburg, business shall include all activities carried on within the City during the tax year.
3. A person who engages in a taxable activity in the City is subject to this tax whether or not he/she has a permanent place of business within the City of Harrisburg.

**Decreased Tax Rate** – If your Retail and/or Business Privilege gross receipts exceed \$3.3 million or your Wholesale gross receipts exceed \$5 million, Please contact our office to receive the decreased tax rate worksheet.

**Exemptions**

1. Persons employed for a wage or salary, qualified non-profit corporations or associations, organizations for religious, charitable, or educational purposes, agencies of the United States or the Commonwealth of Pennsylvania and the business of any political subdivision.
2. Utilities whose rates are regulated by the Pennsylvania Public Utility Commission (PUC).
3. Landlords and Rental Properties – no tax shall be assessed on the gross receipts received as rent for a residential property by a landlord or his agent.
4. Production or manufacturing operations.
5. Liquor and Malt Beverage sales as regulated by the Liquor Control Board (LCB).

**Note** – We mail tax forms to all identified taxpayers at their last known address. The requirement to pay the tax and pay it timely does not hinge on whether a taxpayer received the tax form. Therefore, if you do not receive a tax return in January, please call the Tax and Enforcement Office at (717) 255-6513 and we will investigate the problem and correct it.

The U.S. Postal Service postmark is the only proof of timely filing accepted.

If you file for an extension with the IRS, you are required to submit a copy of the extension, along with the return and an estimated tax payment by April 15<sup>th</sup> of the current year.

Phone Inquiries – (717) 255-6513      Fax Number – (717) 255-6509

Penalty Amount is 30% of tax due after April 15<sup>th</sup>,

Interest is due 30 days after due date & calculated per month on the tax due.

**FILING OF RETURN: THIS TAX RETURN MUST BE FILED WHETHER OR NOT A TAX IS DUE.  
FAILURE TO FILE A RETURN MAY SUBJECT YOU TO PROSECUTION.**