Tax Notice for Contractors

TOWNSHIP OF MIDDLETOWN
FINANCE DEPARTMENT
27 N. PENNELL ROAD
P.O. BOX 157
LIMA, PENNSYLVANIA 19037

Dear Contractor,

Welcome to Middletown Township! We are happy that you have chosen to do business in our Township. This letter will help explain the basic business tax filing requirements for the work you do in Middletown. Please refer to the Township's website www.middletowntownship.org to download applicable forms, available in the Permits and Forms section under the link for Tax Forms.

ANNUAL BUSINESS LICENSE/REGISTRATION
All businesses in the Township are required to secure a Business License/Registration certificate for each year work is done in the Township. The annual license fee is $10 and the license must be conspicuously posted at any business location that is physically located in the Township. Businesses will pay for the annual licenses with their tax filings which are due by April 15 of each year. Licenses will be issued each May.

NEW BUSINESSES
New businesses must pay their annual business license fee of $10 within thirty days after receiving their registration form. They must pay their estimated tax based on one month's earnings times the number of months remaining in the calendar year within fifteen days after the end of the month that they are first in business.

BUSINESS PRIVILEGE TAX RETURN
Contractors who work within Middletown Township are subject to the Business Privilege Tax. The Business Privilege Tax is based on receipts from rendering services or from commissions, and a return must be filed on an annual basis. The tax is .00225 mills of Gross Receipts ($2.25 per $1,000).

Please contact Berkheimer Associates within ten (10) days of the receipt of this notice at 325 N. Pottstown Pike, Exton, PA 19341, telephone (610) 599-3140 or (866) 701-7207 between the hours of 8am to 4:30pm, Monday through Friday. Or, complete the bottom of this form and return it to the Berkheimer Office. Upon your response, all necessary tax information and forms will be sent to you.

RULES FOR NO-IMPACT HOME-BASED BUSINESSES
A resident who is presently or plans to operate a "No-Impact Home-Based Business" is required to complete a permit application which is to be accompanied by an affidavit of compliance. The permit fee is $50. Upon submission of a completed application, a Township Code Enforcement Officer will conduct an inspection and issue a new Certificate of Occupancy for the residence that reflects the approved "No-Impact Home-Based Business" use.

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Please contact the Finance Department as 610-565-2700 for additional information or for help with questions you may have. We look forward to working with you!

Sincerely,

Middletown Township Finance Department

TOWNSHIP OF MIDDLETOWN, DELAWARE COUNTY, PA
APPLICATION FOR MERCANTILE AND/OR BUSINESS PRIVILEGE LICENSE TAX

☐ Mercantile License ☐ Business Privilege License ☐ Business Privilege/Mercantile

Name of Owner of Property or Manager:_____

Home Address: _____

Name of Business: _____

Business Address: _____

Type of Business: (check the appropriate boxes)

☐ Wholesale	☐ Service/Rentals	☐Seasonal	☐Partnership
☐ Retail	☐ Permanent	☐ Itinerant	☐ Association
☐Wholesale & Retail	☐ Temporary	☐ Individual	☐ Cooperation

How long have you been in business? _____ (years) If in business less than one year, please indicate starting date: _____ Nature of Business: _____

Signature of Applicant: _____ Date: _____