



MONTGOMERY TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

Tax Forms and other
information available at
www.MontgomeryTwp.org

Business Tax Office
P.O. Box 511
1001 Stump Road
Montgomeryville, PA 18936
215-393-6910 Phone
215-855-4896 Fax
BusinessTax@MontgomeryTwp.org

REGISTRATION FORM

WHEN TO USE THIS FORM:

NEW BUSINESSES:

- Should complete the registration form on page two (2) and submit it to the Business Tax Office along with the \$25 annual license fee within sixty (days) of commencing business in Montgomery Township.
- The registrations form and \$25 license fee should be remitted together with an annual tax return and tax estimate payment.
- See official tax ordinances and regulations for details.

ESTABLISHED BUSINESSES:

- Should utilize the registration form to inform the tax office of important changes to the business. Example – updated mailing address or change in business activity.

CLOSING BUSINESSES:

- Should utilize the registration form to inform the tax office that the business is ceasing operations in Montgomery Township within 7 days of terminating operations.
- See official tax ordinances and regulations for details.

Confidentiality:

Any information obtained by the Tax Administrator or the Board of Supervisors or any of their respective officers, agents, legal counsel, financial accountants, or employees as a result of any audit, assessment, return, report, investigation, hearing, appeal or verification of a taxpayer shall be confidential tax information. It shall be unlawful to disseminate, except for official purposes or as provided by law.

Annual Business License Information:

1. Every person doing business in the Township shall register with the Township, upon a form furnished by the Business Tax Office, which sets forth the name and address of the business, the name and address of the individual responsible for filing, the nature of any business activity, and any other information as may be required.
2. No person shall engage in any business, trade, profession or other commercial activity without having first applied for and procured a business license.
 - (a) **Period Covered:**
 - (1) **The license is issued for a tax year from January 1 to December 31 of each year.**
 - (b) A license obtained at any time during the year is valid only from the date of issue until the end of the year with respect to which it is issued.
 - (c) All licenses must be procured on or before the 15th of March or prior to commencing business in any such license year.
3. License Fee is twenty-five (\$25)
 - (a) Fee must be paid on or before March 15th annually.
 - (b) The license fee shall not be pro-rated for new businesses established during the tax year.
4. The license must be posted conspicuously. Refer to regulations for more details on display.
5. In the case of loss, defacement or destruction of any license, the person to whom the license was issued shall apply to the Business Tax Administrator for a new license for which the standard fee shall be charged.
6. Licenses shall not be assigned or transferred. Any purported assignment or transfer shall be void and ineffective.
7. Failure to procure license:
 - (a) Persons who engage in a business, profession or other commercial activity without having first procured a business license may be convicted of a summary offense and may be subject to a fine of not less than Three Hundred (\$300) nor more than Six Hundred (\$600) dollars or imprisonment of not more than 30 days if such fine and costs are not paid. Each day of a continuing violation is a separate offense.
8. Applying for an annual business license does not fulfil a business's annual obligation of remitting an annual tax return.

Business Registration Form:

Local Business / Trade Information					
Doing Business As Name:					
Attention:					
Local Address:					
City:		State: Pennsylvania		Zip:	
Email:		Phone:		Fax:	
Website:					
Nature of Business:					
Type (s) of business conducted (Must equal	Retail _____ %	Service _____ %	Rental _____ %	Wholesale _____ %	Manufacturing _____ %
Date business started in Montgomery Township:					
Do you own or rent the above location? (circle answer)			YES NO		
If you rent the above location, please provide name and contact information for Landlord / Property Management Company:					
Date business ceased operations in Montgomery Township:					
Corporate Information: For tax form(s) and correspondence mailings					
Legal or Corporate Name:					
Employer Identification Number (EIN):					
Attention (Department Name or Individual's Name):					
Mailing Address:					
City:		State:		Zip:	
Email:		Phone:		Fax:	
Indicate Type of Business Entity: (circle answer)		Sole Proprietorship Partnership Corporation		S Corporation Limited Liability	
Date Incorporated:				State Incorporated:	
List of Principal Owners, Partners or Officers:					
Name & Title:		Home Address:		Phone or Email:	
1.					
2.					
3.					
Certification:					
<i>I hereby certify that all information and statements provided above are true and correct.</i>					
Signature of applicant:					
Print Name:		Title:		Date:	
Important Information:					
<ol style="list-style-type: none"> 1. If claiming a manufacturing exemption, a written request, detailing the nature of the operation, must be made to the Business Tax Administrator. An inspection of the operation may be required prior to a decision being rendered. Acceptance or rejection of the request will be issued by the Business Tax Administrator in writing. All gross receipts will be considered taxable until said decision regarding exemption is issued. A manufacturer is required to file an annual tax return and obtain an annual business license. The tax return must indicate total gross receipts segregating manufacturing non-taxable receipts from non-manufacturing taxable receipts. The manufacturer should also indicate whether there has been any changes to their business activity since their last filing. Please see ordinance and regulations for details. 2. The burden is upon the taxpayer to support any claim for exemption from the Business Privilege and Mercantile Tax of Montgomery Township. 					