

2020 License Application



MONTGOMERY TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

The following information is necessary for our records and will be kept in the strictest confidence.

Applicant Information

\$25 license fee must be sent with application. This application must be completed annually. Licenses will not be issued unless application is signed and dated.

Legal Name of Business:					
Trade Name of Business:					
Physical Address Location in Montgomery Township:					
Mailing Address*: <small>*Mailing addresses at the Montgomery Mall and Assi Plaza are not permissible.</small>	Street	City	State	ZIP	
Business Phone:		Business Fax:			
Primary Point of Contact w/ title:					
Email for Primary Point of Contact:		WEBSITE:			
EIN or SSN:		NAICS CODE:			
Type of Business Entity:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLP/LLC	<input type="checkbox"/> Non-Profit Attach IRS Letter
Date Incorporated:		Date business started operations in Montgomery Township:			

Nature of Business Questions

Describe nature of business:

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| <p>1. Does your business model include Manufacturing?</p> <p>2. Are you the lessor of any commercial properties in Montgomery Township?</p> <p>3. Are you the lessor of any residential properties in Montgomery Township?</p> <p>4. Does this business contract for security, janitorial, waste removal and or food services at this location?</p> <p>5. Does your business operate under the rules and regulations of the Public Utility Commission?</p> <p>6. Are there any concessionaires or leased departments in your place of business?</p> <p>7. Does your business have any inter-state commerce?</p> <p>8. Does your business have an e-commerce website?</p> <p>9. Will you be utilizing a third party service provider to file your taxes with Montgomery Township?</p> | <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/></p> | <ul style="list-style-type: none"> • 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. <p>If, yes, please provide a Tenant Listing with application.</p> <p>If, yes, please provide a listing of providers.</p> <p>If, yes, please provide a listing of providers.</p> <p>If, yes, please provide their name and contact information below.</p> |
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This is a two page document. Signature is required on page 2.

Acknowledgement

1. I acknowledge that the issuance of a Business Privilege and/or Mercantile License does not constitute Zoning Approval.
2. I acknowledge that a Taxpayer Bill of Rights is available for my review on the Montgomery Township website.
3. I acknowledge that the Business Privilege and/or Mercantile License ordinance and ancillary regulations are available for my review on the Montgomery Township website.
4. I acknowledge that I am entitled to receive a disclosure statement that sets forth a written explanation of my rights with regard to the assessment, audit, determination, review, appeal, enforcement, refund and collection of local taxes.
5. **I acknowledge that the annual Tax Deadline is March 15th.**
 - a. When the due date falls on a Saturday, Sunday, or legal holiday, returns may be filed on the next business day.
 - b. Tax returns received by the Business Tax Office are considered to be timely filed if they are postmarked on or prior to the deadline date.
 - c. A taxpayer's presentation of a receipt indicating that the tax return was mailed by registered or certified mail, on or before the due date, will qualify as evidence of timely mailing.

Signature

I, acknowledge the statements above and certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____ Title: _____
Last First

PAYMENT & MAILING ADDRESS:

- Check is payable to: Montgomery Township
- Mail completed form with payment to: Business Tax Office, 1001 Stump Road, Montgomeryville, PA 18936.
- Cash payments may be made in-person during normal office hours: 8:00AM to 4:00PM, Monday through Friday.
- Credit card and online payments are not available at this time.



BUSINESS TAX COMPLIANCE STEPS

A 5-step Process

www.montgomerytp.org
businesstax@montgomerytp.org
215-393-6910

- 1** **Apply for a 2020 business license**
Application must be submitted with \$25.00 payment.
- 2** **Reconcile 2019 Tax Estimate**
- 3** **Provide a copy of your 2019 federal return** so that Montgomery Township can validate taxable gross receipts and approve proposed deductions.
- 4** **Estimate and prepay 2020 Tax Estimate**
- 5** **Enjoy business tax compliance**

DO NOT WRITE IN THIS SPACE

DATE STAMP

ACCOUNT NO. ISSUED AND NOTES:

LICENSE PAID W/ CHECK NO.