



Radnor Township  
 Attn: Business Tax Office  
 Finance Department  
 301 Iven Avenue  
 Wayne PA 19087  
 610-688-5600 ext 186  
 610-688-5600 ext 123  
 Fax 610-688-1279  
 www.radnor.com

# 2025 RADNOR TOWNSHIP MERCANTILE TAX RETURN

2024 Reconciliation (January 1 to December 31, 2024)  
 2025 Estimate (January 1 to December 31, 2025)

Make Check Payable To: Radnor Township.  
 Due Date: May 15, 2025

Account No./License No.:

ACCOUNT NO./LICENSE NO. MUST BE INCLUDED

Legal Business/Trade Name and Mailing Address (FILL IN BELOW):

Tax Identification Number (EIN/SSN):

Attach copies of federal tax returns and schedules or worksheets to support Gross Receipts of Business reported and any claimed exclusions or exemptions.  
 Tax return not considered complete unless supporting documents are attached and return is entirely completed.

CHECK BOX:  1040 SCH. C (Federal)  1040 SCH. E (Federal)  1041 SCH. E (Federal)  4797  8825  1065 (Pages 1-6)  1120S (Pages 1-5)  1120  990/990-T  STATE RETURNS  P&L STATEMENT (Consolidated Only)  Other \_\_\_\_\_

**MERCANTILE TAX RETURN 2025 (Due May 15, 2025)**

DOLLARS ONLY / NO CENTS - ROUND TO NEAREST DOLLAR

1. 2024 Total Gross Volume of Business (2024 Reconciliation January 1 to December 31, 2024)
  - 1a. Less: Annual Exclusion
  - 1b. Less: Other Exclusions / Exemptions (see General Information)
  - 1c. Receipts Subject to Tax (Line 1 – Line 1a – Line 1b)
2. Tax Due (Line 1c x 0.003)
3. Less Prior Year Estimated Tax Paid for 2024 (Line 6 of Last Year's 2024 Return)
4. Additional Tax or Credit Due (Line 2 – Line 3)
5. Current Year: Estimated 2025 Gross Receipts less \$25,000
 

**(Must at least equal 2024 Adjusted Gross Receipts in Line 1c)**
6. 2025 Estimated Tax Due (Line 5 x 0.003)
7. Total Tax Due (Line 6 + Line 4)
8. EXTENSION – Amount paid with timely extension filing (if applicable)
9. PRIOR YEAR CREDIT FROM LAST YEAR'S 2024 RETURN (if applicable)
10. Total Tax Due Less Extension Amount previously paid  
 and Prior Year Credit/Overpayment from 2024 Return (Line 7 – Line 8 – Line 9)
- PENALTY & LATE CHARGES (if not filed and/or paid by May 15, 2025)
11. Add 10% of Line 10 (applied to late or incomplete returns/payments)
12. Add 1% of Line 10 for each month or part thereof that return is late
13. LICENSE FEE(S) for 2025 (\$10.00 per location in Radnor Township) \_\_\_\_\_ X \$10
14. TOTAL TAX DUE (CREDIT): (Line 10 + Line 11 + Line 12 + Line 13)

1.	\$	.00	
1a.	( 25,000 )	.00	Subtract
1b.		.00	Subtract
1c.		.00	
2.		.00	
3.	( )	.00	Subtract
4.		.00	
5.		.00	
6.		.00	
7.		.00	
8.	( )	.00	Subtract
9.	( )	.00	Subtract
10.		.00	
11.		.00	
12.		.00	
13.		.00	
14.	\$	.00	

If Line 14 is a Credit, please check one:  Refund  Credit Next Year 2026 Return  
 If no box is checked, a refund will be processed.

ONE CHECK -  
 DO NOT COMBINE WITH OTHER TOWNSHIP CHECKS

Informational section below **MUST BE COMPLETED IN FULL**. Your license and extension request will be delayed unless this section is fully completed. I declare under penalty of law that all statements made herein and/or in supporting schedules are true, correct and complete to the best of my knowledge and belief.

Section for Preparer Only (Accountant / Controller)

Section for Taxpayer Only (Owner / Corporate Signer)

Preparer's Signature \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 (DO NOT USE COMPANY STAMP)

Taxpayer's Signature \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 (REQUIRED TO RECEIVE BUSINESS LICENSE)

License delivered by email from: noreply@integritaxsolutions.com (check your junk and spam folder). Subject line: Message from Radnor Township regarding your business license. By providing your email address to the Township's Business Tax Office, you have given permission for the Business Tax Office to transmit confidential taxpayer information pertaining to you or your business by email. You may revoke this permission at any time by contacting the Business Tax Office in writing, identifying the taxpayer and stating "PERMISSION TO SEND CONFIDENTIAL TAXPAYER INFORMATION BY EMAIL IS HEREBY REVOKED."

Check if applicable:

NEW BUSINESSES: New Business License Registration Form must be completed before filing any return(s). CONTACT THE BUSINESS TAX OFFICE

\*  FINAL RETURN FOR BUSINESSES: Terminated/Ceased business operations in 2023. (No license fee due if this box is checked)

\* If filing a final return for your business, please indicate reason:  Sold  Moved  Closed  Job Completed (contractors) Effective Date: \_\_\_\_\_

INCOMPLETE/INCORRECT FORM(S) MAY BE RETURNED. PENALTY AND INTEREST COULD BE ASSESSED IF COMPLETED/CORRECTED FORM(S) ARE RECEIVED AFTER THE DUE DATE.

## GENERAL INFORMATION

The Mercantile Tax of 3 mills (\$3.00 per \$1,000.00 of receipts) is to be paid on the Gross Volume of Business of wholesale and/or retail vendors or dealers in goods, wares and merchandise of every kind, and all persons engaged in conducting restaurants or other places where food, drink or refreshments are sold. "Gross Volume of Business" includes all receipts, whether cash, credit or other property.

**Important Note:** For complete information and specific guidance about exempt entities and receipts, exclusion of certain receipts, and how to determine Gross Receipts through attribution, allocation, or apportionment, please refer to the Township's Business Privilege and Mercantile Tax Rules and Regulations. The Regulations are available from the Finance Department or online at [www.radnor.com](http://www.radnor.com).

**EXCLUSIONS AND EXEMPTIONS:** It is the Taxpayer's burden to claim and prove any exemption or exclusion. The Taxpayer must disclose the entire Gross Volume of Business prior to exclusion and provide worksheets, tax returns or other documents supporting the claimed exclusion. Receipts included in the measure of tax shall not include:

1. The first \$25,000 of Receipts. (One exclusion per Taxpayer, not per location.) This exclusion may only be taken once if the Taxpayer also files a Business Privilege Tax Return in addition to a Mercantile Tax Return.
2. Check regulations for specific guidelines on the exclusion of receipts related to the sale of alcoholic beverages.
3. Persons engaged in manufacturing may exclude receipts from the sale of goods manufactured by them. For purposes of the Mercantile Tax, "manufacturing" means the making of something new and different, involving a substantial (not superficial) change in material, form, composition or character, resulting in different goods and articles having a distinctive name, character and use, different from the materials from which the article is made.
4. Interstate Commerce - please refer to the Township's Rules and Regulations.
5. In general, receipts generated by IRC 501(c)(3) non-profit organizations meeting the criteria for "institutions of purely public charity" as set forth in the Institutions of Purely Public Charity Act, P.L. 508, No. 55; 10 P.S. § 371 et seq. are not included in the measure of tax. However, receipts derived by such non-profit organizations from unrelated trade or business are included in total receipts.

**FILING REQUIREMENTS AND DEADLINE:** You must attach copies of federal tax returns, schedules or worksheets to support Gross Volume of Business reported and any claimed exclusions or exemptions. **The tax return is not considered complete unless such documents are attached.**

The deadline to file the Mercantile Tax Return is **May 15, 2025**. To be considered timely filed, the envelope containing the tax return and payment must be postmarked no later than May 15, 2025. No penalty for late filing if no tax is due. Late filing of Tax Return or insufficient tax payment will result in penalty and interest to be assessed. To be considered timely the envelope containing the Tax Return and Payment must have a USPS Postmark (Hand Stamped or Mechanical/Automated). Private Postage Meters containing the meter markings and meter date used are not postmarks and will not be accepted to prove the date of mailing. Any Tax Return received through the US Mail with no USPS postmark, have no proof of a mailing date and the Tax Return will then be considered mailed on the date of receipt by Radnor Township. If using a private delivery service such as FEDEX or UPS, the date accepted is the carrier pick up date. The Township will honor extensions for federal tax returns not filed by May 15, 2025, **PROVIDED THAT** the Radnor Application For Extension To File Form is submitted along with a copy of the Federal Extension Form, **and** the full amount of the tax is paid no later than May 15, 2025. An extension of time to file a return is not an extension of time to pay tax associated with the return. No extension of time to pay tax is permitted. Extensions of time to file are valid for up to 5 (October 15, 2025) months from the original filing due date.

**PARTIAL YEAR:** New businesses must file a tax return **within 40 days** from the date of commencing business activities in the Township. The Estimated Gross Volume for such Taxpayers shall be computed by multiplying the Actual Gross Receipts for the first month of business by the number of months remaining in the tax year.

**TAXPAYERS WITH OTHER LOCATIONS:** Taxpayers with places of business both within and outside of the Township are required to obtain a Business License and pay the tax due resulting from business activity attributable to the location in the Township.

**TAXPAYERS SELLING GOODS AND OFFERING SERVICES:** Some businesses will be subject to both the Business Privilege Tax and Mercantile Tax and should file a separate return for each tax. Such businesses need obtain one Business License per location. The Township has a separate Business License Application form available for download at [www.radnor.com](http://www.radnor.com).

**TAXPAYERS WITH MULTIPLE LOCATIONS IN THE TOWNSHIP:** Taxpayers with multiple locations in the Township must obtain a Business License for each location but should only file one tax return for all locations. New Taxpayers must complete a Business License Application for each location. The application is available for download from the Township's website.

**ASSISTANCE:** All questions and requests for clarification or assistance should be directed to: Radnor Township, Attn: Business Tax Office - Finance Department, 301 Iven Avenue, Wayne, PA 19087. The telephone number is (610) 688-5600, Extension 186. Email to [mjdellipizzi@radnor.org](mailto:mjdellipizzi@radnor.org).

**To receive official documents or correspondence from Radnor Township concerning business taxes, please provide a valid email address. By doing so, you authorize Radnor Township to send such documents or information via email. Thank you.**