

2011 Business Privilege and Net Profits Taxes General Information

Complete BPT and NPT regulations are available at www.phila.gov/revenue.

When and Where to File - The 2011 Business Privilege and Net Profits taxes are due by April 17, 2012. **A return must be filed even if an overall loss is incurred. Failure to file a return by the due date could result in the imposition of fines, legal costs and non-filer penalties. Payment of tax must be made using the preprinted coupons and postage paid envelope provided to existing taxpayers.** Mail returns in the envelope provided using the appropriate label from the envelope flap. **Do not enclose payments with your tax return.**

Mail payments to:

City of Philadelphia
Department of Revenue
P.O. Box 1393
Philadelphia, PA 19105-9731

Mail returns requesting a refund to:

City of Philadelphia
Department of Revenue
P.O. Box 1137
Philadelphia, PA 19105-1137

Mail returns not requesting a refund to:

City of Philadelphia
Department of Revenue
P.O. Box 1660
Philadelphia, PA 19105-1660

Internet Filing - The 2011 Business Privilege and NPT returns can be filed online. Returns prior to 2006 cannot be filed online. **After submitting the return you must print the resulting confirmation page for your records.** Payment of tax due for returns filed online should be made with the preprinted coupons mailed to you or by credit card. A convenience fee of 2.49% is added to credit card payments.

ACH Debits and Credits are accepted for payment of Net Profits Tax. For more information or to enroll in this program go to www.phila.gov/revenue in the "Electronic Filing" section under "Electronic Payments", or contact the Electronic Government Unit at 215-686-6582, 6628 or 6459 or e-mail to egovservices@phila.gov.

Change Form - If your business terminated, changed address, organization or entity, use the enclosed Change Form. If you maintain a Business Privilege license but did not actively engage in business during 2011, complete the Change Form to indicate that you are not in business. **Do not file the 2011 Business Privilege and/or Net Profits tax returns.** If you begin a business again with the same Federal Identification or Social Security number you should reinstate your Philadelphia tax account number. In this scenario, you will not have to pay for an additional Business Privilege Tax license. If there was a change of business entity (e.g., individual proprietorship to corporation), you need a new Philadelphia Tax Account Number and Business Privilege license (\$300 fee). Register online for a tax account number at www.phila.gov/revenue in the "Online Services" section. A single Change Form can be used for all tax types.

Tax returns are optically scanned for efficient processing. Neatly print all information in black ink. Do not staple, fold or submit photocopies of the tax return. Additional returns are available at www.phila.gov/revenue. Do not submit blank or zero filled schedules. Do not submit copies of Federal Returns. This information is available to the Department from the Internal Revenue Service.

A mandatory estimated tax payment towards the 2012 Business Privilege Tax is required for all businesses operating in Philadelphia. This estimate is equal to 100% of the 2011 tax liability prior to the application of any tax credits as indicated on Line 3 of the return. Enter the amount of Line 3 on Line 4 of the return. If your business is active in 2012 you cannot enter zero "0" on Line 4. If you enter an amount on Line 4 less than the amount on Line 3, you may be billed additional interest and penalty.

Take credit for any 2011 BPT or NPT payments previously made as a result of estimated payments, applied overpayments or extension payments.

DO NOT ENCLOSE PAYMENTS WITH YOUR TAX RETURNS. ALL PAYMENTS MUST BE MAILED WITH THE PREPRINTED COUPONS IN THE ENCLOSED POSTAGE PAID ENVELOPE.

Neatly print all information in black ink. Do not staple, fold or submit photocopies of the tax return. Additional returns are available on our web site. Do not submit blank or zero filled schedules or copies of Federal Returns.

2011 Business Privilege Tax

If all business is conducted and/or located within Philadelphia, only the BPT-EZ Pages 1 and 2 should be completed and filed.

If business is conducted and/or located both in and out of Philadelphia, only the BPT Summary Page and the appropriate combination of Schedules A through E should be completed and filed.

Taxpayers must use the same method (Schedule A, Method I or Schedule B, Method II) that they elected on the first Business Privilege Tax return filed. Only Schedule A (Form 0711) or Schedule B (Form 0411) should be completed and filed.

You must complete Schedule C-1 (Form 0511) if you are apportioning your income. Failure to include this schedule with the return may result in the disallowance of your apportionment and you may be billed. If Line 12 of Schedule C-1 is equal to 100%, the BPT-EZ return must be filed instead. Schedule C-1 should not be completed or filed if the BPT-EZ return is filed.

2011 Net Profits Tax

Every individual residing in Philadelphia during 2011 and operating a business or other activity within or outside of Philadelphia and non-residents of Philadelphia, if engaged in such activities within Philadelphia, are subject to the Net Profits Tax.

Corporations are not subject to the Net Profits Tax.

Every partnership, limited partnership, limited liability company filing with the IRS as a partnership, association, or other group of two or more persons operating a business within Philadelphia, whether residents or non-residents of Philadelphia, is subject to the Net Profits Tax. A partnership comprised solely of corporate partners must file a Net Profits Tax return even if no tax liability exists. The City of Philadelphia follows the Federal tax treatment for LLCs. If the LLC chose corporate tax treatment, it would not be liable for Net Profits Tax. If the LLC chose to be treated as a partnership or as a disregarded entity, treated for federal filing purposes as an individual, it would be liable for Net Profits Tax.

Every estate or trust is subject to the Net Profits Tax if the estate or trust is engaged in any business which is subject to the Net Profits Tax per Income Regulation 220(A)(3).

COMPUTATION OF INTEREST AND PENALTY

Month after Due Date	Returns Filed after Due Date	Interest	Penalty	Combined Interest & Penalty	Cumulative Interest & Penalty
1st	04/18/12 thru 05/15/12	1%	1%	2%	2%
2nd	05/16/12 thru 06/15/12	1%	1%	2%	4%
3rd	06/16/12 thru 07/15/12	1%	1%	2%	6%
4th	07/16/12 thru 08/15/12	1%	2%	3%	9%
5th	08/16/12 thru 09/15/12	1%	2%	3%	12%
6th	09/16/12 thru 10/15/12	1%	2%	3%	15%
7th	10/16/12 thru 11/15/12	1%	3%	4%	19%
8th	11/16/12 thru 12/15/12	1%	3%	4%	23%
9th	12/16/12 thru 01/15/13	1%	3%	4%	27%
10th	01/16/13 thru 02/15/13	1%	4%	5%	32%
11th	02/16/13 thru 03/15/13	1%	4%	5%	37%
12th	03/16/13 thru 04/15/13	1%	4%	5%	42%

For each additional month or fraction thereof, after the 12th month, add 1% for interest and 1¼% for penalty.

Note: Payments made with returns filed after the due date that do not include applicable interest and penalty will be automatically pro-rated between principal, interest and penalty. You will be billed for the remaining tax balance and associated interest and penalty.