

Borough of Penbrook



150 South 28th Street Penbrook, Pennsylvania 17103 - 1996
Telephone 717.232.3733 FAX 717.233.8589

Business Privilege License Application for Year _____ \$20.00 Fee - Make Checks Payable to: Penbrook Borough

Note: All of the following information is required. Incomplete applications will be rejected.

Owner Name _____
Please Print Legibly

Legal Residence: _____
Street (P. O. Boxes will not accepted)

City: _____ State: _____ ZIP Code _____

Phone: _____ Email: _____

BUSINESS DATA

Business Name: _____
Please Print Legibly

Business Address: _____
Street (P. O. Boxes will not accepted)

City: _____ State: _____ ZIP Code _____

Phone: _____ Email: _____
(Required)

Employer Identification Number (Tax ID Number): _____ - _____

Type of Business: Retail or Service Rental Wholesale or Warehouse

Certification: I declare, under penalty of perjury, that this application is for the above described business, made in good faith and that all information contained herein is true and correct and not made for any purpose of evasion or deception. I have read all the information on the reverse of this form.

Owner Signature: _____ Date: ____/____/20____

Owner Name: (Please Print Legibly) _____

FOR OFFICIAL USE ONLY

Id# _____ # of Rental Units _____ License Sent On ____/____/20____

Complete RRU Received RRU Paid in Full Application Returned On: ____/____/20____

APPLICATION FOR A BUSINESS PRIVILEGE LICENSE

THE BUSINESS PRIVILEGE LICENSE FEE IS DUE AT THE TIME OF APPLICATION.

Borough Code Chapter 238, Article VIII requires every person desiring to conduct or continue to conduct any business, within the Borough of Penbrook, to apply for, and receive from the Borough Secretary an application for a Business Privilege License and shall pay a fee of **\$20** for the initial license and shall pay a fee of **\$20** for each renewal thereof. In cases where more than one business is conducted by the same individual, partnership or corporation, a separate license shall be issued for each business and each place of business.

THE LICENSE SHALL BE CONSPICUOUSLY POSTED IN THE PLACE OF BUSINESS FOR WHICH THE LICENSE IS ISSUED. NO BUSINESS SHALL BE CONDUCTED IN THE BOROUGH OF PENBROOK WITHOUT A LICENSE.

Persons desiring to conduct or to continue to conduct any business not subject to the Business Privilege Tax as defined in the above ordinance (Banks, Utilities, Cooperatives, etc.) shall file with the Borough Secretary an application for a Business Privilege License and shall pay fee of \$100 for the initial license and shall pay the same for each renewal thereof.

The term "Business" shall mean any activity carried on or exercised for gain or profit in the Borough of Penbrook, but not limited to, the sale of merchandise or other tangible personalty or the performance of services, or rental of property. The tax shall apply to wholesale, warehouse as well as retail businesses. Rental businesses however are not taxed. The tax rate is one mill on the Gross Volume of Business. The maximum tax shall be \$1,000.00. No tax shall be paid on any Gross Volume of Business under \$10,000.00. However, all businesses subject to the tax shall be required to annually submit the reporting form, whether a tax is due or not. The issuance of a Business Privilege License does not relieve the licensee from the obligation to comply with all other applicable borough regulations.

The application for a Business Privilege License is separate and distinct from the payment of the Business Privilege Tax.

EACH BUSINESS MUST APPLY FOR A BUSINESS PRIVILEGE LICENSE BY FEBRUARY 15TH OF EACH YEAR. EACH LICENSEE WILL RECEIVE A STAMPED LICENSE INDICATING THE LICENSE YEAR AND CONTAINING THE SIGNATURE OF A TAX COLLECTOR UPON RECEIPT OF THE APPLICATION AND THE \$20.00 FEE. MAKE CHECKS PAYABLE TO PENBROOK BOROUGH.

The reporting form for the Business Privilege Tax will be mailed to you in March. If you have any questions please call the number on the reverse side.