

WHERE AND WHEN TO FILE

Business Privilege Tax and Net Profits Tax Returns which are due by April 17, 2000 must be filed using the following procedures:

I. TAX PAYMENTS

Payments of tax MUST be made separately from the filing of the tax returns. Coupons for each tax must be included with the check or money order and mailed to:

City of Philadelphia
Department of Revenue
P.O. Box 1529
Philadelphia, PA 19105-1529

Entities that are currently registered with the City of Philadelphia Department of Revenue have received a POSTAGE-PAID envelope and PRE-PRINTED coupons for this purpose.

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II. TAX RETURNS (Remove both perforated labels from the envelope flap and choose the label that applies to either of the following situations)

A. If any of the returns you are filing shows a request for a refund to be sent to you, mail ALL returns to:

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

Example:

2000 Business Privilege tax; \$100.00 tax due.
1999 Net Profits Tax; Refund requested of \$1000.00 after applying \$100.00 to the 2000 Business Privilege Tax return.

Use label marked; Refund Due

B. If you are not requesting a refund on any of your filings, mail ALL returns to:

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

Important: Do not use P.O. Box 1660 to remit payments; P.O. Box 1660 is only used for tax returns. All payments should be sent to P.O. Box 1529 as noted above.