

I. Illustration for Reporting Losses on Schedule A or B

These schedules will be optically scanned. If an amount on Lines 1, 3, 4, 5, 7, 8, 9 or 11 is a loss, please place an "X" in the block provided, DO NOT use brackets, minus signs, or the word "LOSS". For example, if line 1 is a \$100 loss . . .

Correct Presentation: Line 1 100
Incorrect presentations: (100) -100 "LOSS"

II. LINE 6: AVERAGE OF APPORTIONMENT FACTORS PRESENTATION FOR SCHEDULE A, LINE 6, SCHEDULE B, LINE 6, AND SCHEDULE C-1, LINES 8C, 9C, 10C, 10D, 11 AND 12

Samples: 100% =	1	0	0	0	0	0
98.7654% =	9	8	7	6	5	4
96.5% =	9	6	5	0	0	0

III. Computation of Loss Carry Forward: Illustration

BPT Return	Current Year Income (Loss)	Loss Carry Forward From Prior Year	Accumulated Loss Carry Forward
1996	(100)	—	(100)
1997	(200)	(100)	(300)
1998	(300)	(300)	(600)
1999	(400)	(600)	(900)

In the above example, the loss carry forward to be filed on the 2000 BPT would be as follows:

WORKSHEET		Sample	Your Tax Return
Total Loss carry forward through 1998		1000	_____
Less: Expired 1996 BPT Loss*		100	_____
Accumulated Loss carry forward to be applied on the 2000 BPT		900	=====

- Enter the loss carry forward on Page 2, Line 3 or Page 3, Line 10 or Page 4, Line 10 as a positive number.
- If Page 2, Line 4 or Page 3, Line 11 or Page 4, Line 11 is a loss, place a "X" in the block and enter a "0" on the next line.

*Losses incurred prior to the 1997 tax year cannot be carried forward; the maximum loss carry forward period is 3 years.

Computation of Interest and Penalty:

Month After Due Date	Returns Filed After Due Date	Int.	Pen.	Comb. I & P	Cum. I & P
1st	4/18/00 thru 5/15/00	1%	1%	2%	2%
2nd	5/16/00 thru 6/15/00	1%	1%	2%	4%
3rd	6/16/00 thru 7/15/00	1%	1%	2%	6%
4th	7/16/00 thru 8/15/00	1%	2%	3%	9%
5th	8/16/00 thru 9/15/00	1%	2%	3%	12%
6th	9/16/00 thru 10/15/00	1%	2%	3%	15%
7th	10/16/00 thru 11/15/00	1%	3%	4%	19%
8th	11/16/00 thru 12/15/00	1%	3%	4%	23%
9th	12/16/00 thru 1/15/01	1%	3%	4%	27%
10th	1/16/01 thru 2/15/01	1%	4%	5%	32%
11th	2/16/01 thru 3/15/01	1%	4%	5%	37%
12th	3/16/01 thru 4/15/01	1%	4%	5%	42%

For each additional month or fraction thereof, add 1% for interest and 1¹/₄% 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 subsequently billed for the remaining tax balance and associated interest and penalty.

Frequently Asked Questions

Q: I maintain a Business Privilege license but I do not actively engage in business. Do I need to file anything?

A: You must complete the Change Form in this booklet and indicate that you are not in business. Do not file the Business Privilege 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.

Q: I have filed for an automatic federal extension but I do not believe I will owe any Business Privilege Tax. Should I file an extension coupon?

A: Only file the extension coupon when a tax payment is due.

Q: Can I send an estimated (not an extension) Business Privilege Tax payment?

A: Yes. There is an estimated payment coupon in the package that was mailed to you.