

I. Illustration for Reporting Losses on Schedule A or B

These schedules will be optically scanned. If an amount on Line 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 Accumulated	
		From Prior Year	Loss Carry Forward
1998	(100)	—	(100)
1999	(200)	(100)	(300)

- The maximum loss carry forward period is 3 years.
- 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.

IV. Electronic Payments - ACH Debits and Credits

- ACH Credits and ACH Debits are now being accepted.
- To register for this program, call the Electronic Filing Unit at 215-686-6519.
- For additional information, visit our web site: www.phila.gov/departments/Revenue

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 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 subsequently billed for the remaining tax balance and associated interest and penalty.

CHANGE OF BUSINESS ENTITY: If there was a change of business entity (e.g. individual proprietorship to corporation) during the period covered by this return, a new account number must be obtained for the new entity. In addition, a new **Business Privilege License** (\$200 one-time fee) must be obtained for the new entity. For further instructions, call 215-686-6600 or visit our web site listed on the cover of this booklet.

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.