

GENERAL INFORMATION

Complete Net Profits Tax Regulations are available at phila.gov/revenue.

Who must file -- Every individual **residing** in Philadelphia during 2004 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.

Every partnership, limited 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.

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).

Corporations are not 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.

Labels -- Your tax account number and address of record are printed on labels in the tax package mailed to you. Place a label on Page 1 of the return to facilitate proper processing. **Do not make changes to a name or address on the label; use a Change Form. Write your City Account Number in the space provided on the return.**

Federal Employer Identification and Social Security numbers must be entered on Page 1 of the return. Social Security and Employer Identification numbers are used to identify taxpayers and to ensure compliance with all City tax laws and will be treated as confidential.

Do not staple or fold the tax return. Do not submit photocopies of the tax return. To obtain additional returns, schedules and instructions, refer to the contact information below.

Coupons -- All payments of tax due with the return are to be made with a payment coupon. Preprinted coupons have been enclosed with the tax booklet(s) mailed to existing business accounts. The blank coupons located in the back of this booklet should be used only if the preprinted coupons are not available.

Change Form -- If your business terminated, changed address or entity, complete a Change Form. A single Change Form can be used for all tax types for which you are liable. For a change of entity (e.g., individual proprietorship to corporation) during the period covered by this return, you need a new Philadelphia Tax Account Number and Business Privilege License (a \$250 one-time fee). Refer to the contact information below to obtain an application. The application can also be filed on-line and payment made with MasterCard or Visa credit cards.

Contact Information -- Inquiries can be made by calling 215-686-6600 or send an e-mail to revenue@phila.gov. Tax account applications, returns, schedules and instructions can be downloaded from our web site at phila.gov/revenue and require Acrobat Reader version 4 or later to be viewed and printed. Additional Department of Revenue information is available on our web site.

Federal Tax Return Schedules -- **Only** include **appropriate** Federal schedules. **Do not submit blank schedules.** Worksheets are to be retained for your records.

Federal Form #1099 -- Copies of Federal Form #1099 should be sent to:

Philadelphia Department of Revenue
Forms Processing Unit
Concourse - Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

There is no transmittal form for filing Form #1099. Employers with 50 or more Federal #1099 forms must file those forms on magnetic media, preferably on a Compact Disc (CD). The record format is the same as the format used by the Internal Revenue Service.