

**INSTRUCTIONS FOR COMPLETING THE
PETITION FOR REDUCTION OF THE MANDATORY ESTIMATED PAYMENT
TOWARDS THE 2004 BUSINESS PRIVILEGE TAX**

Timely payment of the mandatory estimated payment toward the 2004 Business Privilege Tax exempts the taxpayer from subsequent interest and penalty charges resulting from an actual tax liability higher than the properly calculated mandatory estimate. Conversely, payment of less than this mandatory estimated amount will subject the taxpayer to interest and penalty charges if the 2004 tax liability exceeds the estimated tax remitted on the 2003 BPT return.

If your business terminated in 2003 do not complete this petition. Indicate the termination date in the space provided on Page 1 or Page 3 of the 2003 BPT return and place a zero (0) on Line 4 of Page 1 or Page 3.

The estimated payment for 2004 BPT is derived from Page 1 or Page 3, Line 3 and reported on Line 4 of the 2003 BPT return. This estimate is due by April 15, 2004. A petition is granted only in limited and specific cases where an unusual, unique and nonrecurring fact situation results in an unusually high current year tax liability or may result in unusually low tax liability in the following tax year. If you believe that you fall within this fact pattern, complete this petition.

All of the information on the application must be completed. In the "basis for the petition" section, clearly explain why you believe the required estimate should be reduced.

Any non-filed tax returns for this account should be filed and you should be in an agreement status on any outstanding delinquencies before filing this petition.

The petition for the reduced mandatory estimated payment for the 2004 Business Privilege Tax must be filed on or before March 20, 2004. A petitioner may presume approval of the petition if the Department does not communicate its disapproval by April 10, 2004.

If your petition is accepted and the actual tax due on the 2004 Business Privilege Tax return is greater than the petitioned amount, you will be charged interest and penalty on the additional tax retroactive to April 15, 2004. If accepted by the Department of Revenue, filing of this petition constitutes a waiver of your right to seek abatement of subsequent interest and penalties imposed due to an underestimate of the actual tax liability.

Mail or fax the completed petition to:
Philadelphia Department of Revenue
Technical Staff - Room 630 - MSB
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

FAX: 215-686-6537