

## **ACTIVE PRESENCE – FREQUENTLY ASKED QUESTIONS**

**Q:** I answered “no” to every question on the Net Income Exemption Questionnaire on Page 5. What do I do next?

**A:** You must complete the Application for Business Tax Account Number and License on Page 9. Fax the completed application to 215-686-6635. An account number will be assigned and you will be notified of your tax account number.

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**Q:** How do I obtain the necessary tax forms to be filed?

**A:** Once your tax account number is assigned, you will automatically be sent the necessary tax forms to be filed.

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**Q:** Where can I obtain more information on this matter?

**A:** Direct inquiries to our Technical Staff at 215-686-6434. Send e-mail to [Revenue@phila.gov](mailto:Revenue@phila.gov)

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