

BUSINESS USE & OCCUPANCY TAX RETURN INFORMATION

Business U&O Tax Account #: If a landlord has only one business property, the Business Use & Occupancy Tax Account Number printed on the U&O tax return (Form UO1) is the same seven-digit number the landlord uses for filing Business Privilege Tax returns. If a landlord has two or more business properties, the Business Use and Occupancy Tax Account Number printed on the U&O tax return for each additional property will have nine digits. The two additional digits link the specific property to the landlord.

Property Account #: This is the account number assigned by the Board of Revision of Taxes.

Tax Period/Year Code: Internal coding used for optical scanner processing.

Property Location: This is the address of the property used for business purposes.

Tax Period Covering: This is the period/year being reported based on the parameters determined by the Department of Revenue.

Assessed Value: This is the taxable value of the property as determined by the Board of Revision of Taxes.

Due Date: The UO1 tax return, UO3 return (if required) and the payment must be submitted on or before this date to avoid fines and/or interest and penalty.

Drop all pennies from computed figures when completing the UO1 and UO3 forms.

INSTRUCTIONS FOR FORM UO1

Line 1: Maximum Tax for Period - this represents the maximum business use and occupancy tax on a property for a given filing period. If this line is blank, call (215) 686-6600 to determine the maximum tax for the period.

Line 2: Vacant Amount - this represents a part of the maximum tax not due because some portion of the commercial area was not occupied for business use during the filing period. Divide the vacant area by the total area of the property, then multiply the result by the maximum tax (Line 1).

Line 3: Non-Taxable Exempt Amount - this represents a part of the maximum tax not due because some portion of the commercial area was used by a tax exempt entity. Divide the exempt area by the total area of the property, then multiply the result by the maximum tax (Line 1).

Line 4: Non-Taxable Residential Amount - this represents a part of the maximum tax not due because some portion of the total area was used for residential purposes. Divide the residential area by the total area of the property, then multiply the result by the maximum tax (Line 1).

Line 5: Delinquent Tenant Amount - this represents a part of the maximum tax owed by tenants but not paid to the landlord by the due date. To receive credit against the maximum tax and be relieved of the liability, complete form UO3 (enclosed) and enter the **Tax Unpaid by Tenants** on Line 5 of the UO1 form. Use as many UO3 forms as necessary and enter the sum of their page totals on Line 5. See instructions for completion on Page 3.

Line 6: Keystone Opportunity Zone Amount - this represents a part of the maximum tax not due because the landlord or tenant has qualified for this credit. To qualify, the property must be located within the boundaries of a Keystone Opportunity Zone. For more information on Keystone Opportunity Zones, call the Philadelphia Commerce Department at 215-683-2015.

Line 7: Total of Lines 2, 3, 4, 5 and 6 - add lines 2, 3, 4, 5 and 6 and enter the result on line 7.

Line 8: Tax Due - this represents the tax due after all credits against the maximum tax have been taken. Subtract Line 7 from Line 1 and enter the result on Line 8 (if this is a negative number, enter zero).

Line 9: Discount - see Page 4, When to File and Pay the Tax. If the landlord is entitled to the discount, multiply Line 8 by 1% and enter the result on Line 9. Discount is not deducted on any tax due by the owner or advance payments made prior to a taxable period.

Line 10: Net Tax Due - this represents the tax due after taking the discount, if eligible. Subtract Line 9 from Line 8 and enter the result on Line 10 and in Box A on the payment coupon.

Line 11: Interest & Penalty - these are imposed for failure to pay the tax due or remit the tax collected by the due date. See Tax Information, Interest and Penalty for computation instructions. Enter the amount on Line 11 and in Box B on the payment coupon.

Line 12: Total Due - this represents the sum of tax principal, interest and penalty due from the taxpayer (landlord, owner, agent) for the filing period. Add Line 10 and Line 11; enter the result on Line 12 and in Box C on the payment coupon. Make check payable to "City of Philadelphia".