



Department of
Commerce
CITY OF PHILADELPHIA

PHILADELPHIA FREE BUSINESS TAX PREPARATION PROGRAM



OVERVIEW

The Philadelphia Free Business Tax Preparation Program provides **small businesses earning less than \$250,000 in revenue with free local, state, and federal tax preparation assistance**. That includes navigating several changes to the City's tax structure.

Eligible businesses will be matched with tax professionals across the city who speak multiple languages including Spanish and Mandarin. Services will be available in person and virtually.

FREQUENTLY ASKED QUESTIONS

Q: Is the program free for businesses?

A: Yes, the Department of Commerce pays the tax professionals directly to support businesses with local, state, and federal tax preparation assistance. Businesses will not receive a bill for services included in the Free Business Tax Preparation Program. Services are limited to maximum \$3,000 in value per business. Program availability will be based on overall funding and demand.

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BUSINESS ELIGIBILITY


Eligible businesses must:

- Be based in Philadelphia (must have a business address, or if home-based must live in Philadelphia)
- Have earned revenue of \$250,000 or less in 2024

Note: Landlords and property rental businesses are not eligible for this program.

SCAN THE QR CODE
BELOW TO **APPLY ONLINE.**



 (215) 683-2100

 businesstaxprep@phila.gov

 phila.gov/businesstaxprep

FIND MORE INFORMATION ON OTHER SIDE

FREQUENTLY ASKED QUESTIONS (CONTINUED)

Q: Why is the Department of Commerce offering this program?

A: The Department of Commerce is offering this program to help small businesses adapt to the changes in the City's tax structure, reduce financial burdens, and strengthen Philadelphia's small businesses across the city.

Q: I am a new business in Philadelphia. Can I apply?

A: Yes, businesses filing taxes for the first time are welcome to apply.

Q: I work from home. Am I eligible?

A: Yes, home-based businesses are eligible for this application.

Q: How soon will I be matched?

A: Eligible businesses that complete the application will begin to be matched with a tax professional in January 2026, when the tax season begins.

Q: Will I get a copy of my tax return?

A: Yes, tax preparers will be providing all businesses with a copy after filing.

HOW TO APPLY

Visit **phila.gov/businessstaxprep** or scan the QR code below to apply.

The application takes about less than 20 minutes to complete this initial phase in the application process. Be sure to have information about your business revenue and how you track your expenses ready at the time of completion.

Questions? Businesses can contact:

- The program manager by emailing businessstaxprep@phila.gov or,
- The Mayor's Business Action Team by calling (215) 683-2100.

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