



Dear Taxpayer,

As a business operating in the **Borough of West Reading**, which imposes a Business Privilege and/or Mercantile Tax on Gross Receipts you are required under local tax law to complete and return the questionnaire below within ten (10) days. Upon return, your business will be issued an account number and the appropriate forms to be filed to report for this jurisdiction.

Name of Business: _____

Federal ID or Social Security Number: _____

Business Address or if a Rental, property address: _____

Taxing Jurisdiction (Township/Borough and/or School District) registering for: _____

Address to which forms should be sent: _____

Name of Contact Person: _____

Name of Owners: _____

Date Business is to begin: _____

Telephone Number: _____ Fax Number: _____ E-mail: _____

Type of Business (Retail, Wholesale, Service, Rental): _____

(If your business is construction, you are responsible for gross receipts on the full job. You must also report the names, addresses and amounts paid to all sub-contractors for work performed in this jurisdiction as well). Please attach additional sheets as needed.

If your business currently files for the Business Privilege/Mercantile Tax with Berkheimer, please indicate your account number (s): _____

Please return this form to: Berkheimer, Attn: BPT Dept., 325A N. Pottstown Pk., Exton, PA 19341 or via email to: BPT@hab-inc.com.

If you have questions on this form and/or the tax; please feel free to contact us at: 610-599-3140 or at BPT@hab-inc.com.

Sincerely,
BERKHEIMER
Business Privilege/Mercantile Tax Administrator

You are entitled to receive a written explanation of your rights with regards to audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3140, during the hours of 9:00 am to 4:00 pm, Monday through Friday. If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about proper procedures and forms necessary to file an appeal.