Chester City Hall, Municipal Building 1 East 4th Street, Chester, Pennsylvania, 19013

Business Privilege Tax (BPT) License

DESCRIPTION:

A Business Privilege/Mercantile Tax (BPMT) License is required for businesses operating in, or doing business for, the City of Chester, Delaware County, PA. The City administers its Business Privilege and Mercantile Taxes through **e-Collect+**. Registration with e-Collect+ confirms the business is authorized to operate and is properly enrolled for local tax reporting. Just like any Federal Tax Authority (i.e., IRS) or State Tax Authority (i.e., PA Department of Revenue), e-Collect+ is the Local Tax Authority (i.e., City of Chester).

THE DIFFERENCE:

Please note, a Business Privilege/Mercantile Tax License is separate from, and in addition to, a City of Chester Commercial Contractor License ($120 annually). Both are required if you are operating a business within the City of Chester. Both are paid annually at a minimum.

HOW TO APPLY:

- To apply/register for a BPMT License:
  - STEP 1: Please complete the attached, one-page paper application.
  - STEP 2: Please mail along with your $25.00 check payable to “e-Collect” at the address referenced on the application. ($25 = $5.00 registration fee + $20 Minimum Tax)
- Please note, you cannot apply/register for a BPMT license online. You must mail the above.
- Once processed, you will receive an e-Collect+ BPMT license number/certificate in the mail.

FILING AND COMPLIANCE:

After receiving your BPMT license number/certificate:

- Please file your required annual BPMT tax returns, via online through the e-Collect+ portal, or via mail (download forms at https://www.ecollectplus.com/tabs/).
- You will report your earned, Chester-based, gross receipts/billing.
- Please note, annual filing is required, even if no tax is due (zero return).
- Please pay owed taxes by stated deadlines to avoid penalties and interest.

PENALTIES:

Failure to comply may result in late fees, interest, fines, license suspension, or City enforcement action.

NEED MORE HELP?

- For City of Chester Commercial Contractor License questions - Call the Licenses and Inspections Department at 610-447-7700, prompt #2
- For ordinance-specific questions regarding Business Privilege Taxes, please call City of Chester Finance Department (610)-447-7700 (Prompt # 4)
- For e-Collect+ questions, please call 866-225-0033 or info@ecollectplus.com

e·collect+
Municipal Collections and Audit

To be filed with:
eCollect+
804 Fayette Street
Conshohocken, PA 19428
(866) 225-0033

CITY OF CHESTER
BUSINESS PRIVILEGE / MERCANTILE
TAX REGISTRATION FORM
PSD Code: 230101

Instructions & Deadline: The following registration form is required to be completed by each company with a business location in the City of Chester or any business operating within the territorial boundaries of the City of Chester.

This Application is separate from and does not replace the Business Privilege / Mercantile Tax Return. Please make a copy of this registration for your records. The license fee is $5.00 per location and should be remitted with registration form on or before due date.

License Year:_____ Business Start Date:_____

Legal Name of Business:_____ Trade Name (DBA):_____

Mailing Address:_____ Physical Address:_____

_____ _____

_____ _____

Phone:_____ Fax:_____

Email:_____ Federal EIN:_____

Business Location(s):_____ Total Number of Employees:_____

Business Organization Type (check one)

☐ Sole Proprietorship ☐ Partnership ☐ Corporation or LLC (PA Entity No._____)

☐ Other Describe: _____) ☐ Non-Profit/Religious/Charitable

I hereby certify under the penalties provided by law that all statements made herein are to the best of my knowledge and belief true, correct and complete.

Applicant's signature:_____ Printed name:

Date:_____ Phone: