



Starting & Operating A Business In Springfield Township



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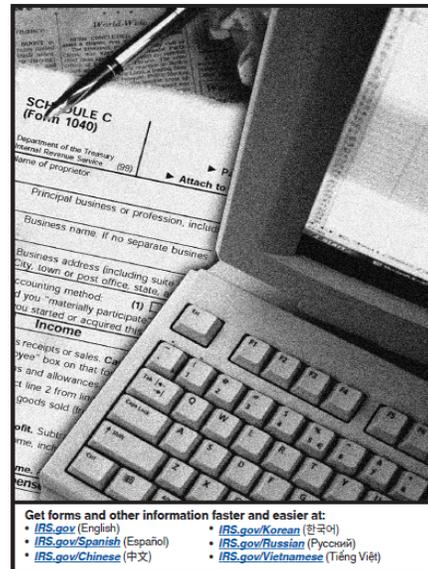


- **Federal**
 - IRS Publication 583 [Starting a Business and Keeping Records](http://www.irs.gov) – www.irs.gov
- **State**
 - myPATH – Pennsylvania Tax Hub - www.pa.gov/agencies/revenue/resources/mypath
- **Local**
 - Business Privilege Tax/Mercantile Tax - Tri-State Financial Group - <https://tfgtax.com/springfield-township>
 - Earned Income Tax – H.A. Berkheimer Associates - <https://www.hab-inc.com/>



Publication 583
(Rev. December 2024)

Starting a Business and Keeping Records



Get forms and other information faster and easier at:

- [IRS.gov](https://www.irs.gov) (English)
- [IRS.gov/Korean](https://www.irs.gov/korean) (한국어)
- [IRS.gov/Spanish](https://www.irs.gov/spanish) (Español)
- [IRS.gov/Russian](https://www.irs.gov/russian) (Русский)
- [IRS.gov/Chinese](https://www.irs.gov/chinese) (中文)
- [IRS.gov/Vietnamese](https://www.irs.gov/vietnamese) (Tiếng Việt)

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Future Developments

For the latest information about developments related to Pub. 583, such as legislation enacted after it was published, go to [IRS.gov/Pub583](https://www.irs.gov/pub583).

Introduction

This publication provides basic federal tax information for people who are starting a business. It also provides information on keeping records and illustrates a recordkeeping system.

Throughout this publication we refer to other IRS publications and forms where you will find more information. In addition, you may want to contact other government agencies, such as the Small Business Administration (SBA) at [SBA.gov](https://www.sba.gov).

Comments and suggestions. We welcome your comments about this publication and suggestions for future editions.

Application for Employer Identification Number



Form SS-4 (Rev. December 2023) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) See separate instructions for each line. Keep a copy for your records. Go to www.irs.gov/FormSS4 for instructions and the latest information.		OMB No. 1545-0003 EIN _____
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested _____			
	2 Trade name of business (if different from name on line 1) _____		3 Executor, administrator, trustee, "care of" name _____	
	4a Mailing address (room, apt., suite no. and street, or P.O. box) _____		5a Street address (if different) (Don't enter a P.O. box.) _____	
	4b City, state, and ZIP code (if foreign, see instructions) _____		5b City, state, and ZIP code (if foreign, see instructions) _____	
	6 County and state where principal business is located _____			
	7a Name of responsible party _____		7b SSN, ITIN, or EIN _____	
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members _____	
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.			
	<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Corporation (enter form number to be filed) _____ <input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Other nonprofit organization (specify) _____ <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any _____	
9b If a corporation, name the state or foreign country (if applicable) where incorporated _____		State _____	Foreign country _____	
10 Reason for applying (check only one box)		<input type="checkbox"/> Banking purpose (specify purpose) _____ <input type="checkbox"/> Changed type of organization (specify new type) _____ <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) _____ <input type="checkbox"/> Created a trust (specify type) _____ <input type="checkbox"/> Compliance with IRS withholding regulations _____ <input type="checkbox"/> Created a pension plan (specify type) _____ <input type="checkbox"/> Other (specify) _____		
11 Date business started or acquired (month, day, year). See instructions. _____		12 Closing month of accounting year _____		
13 Highest number of employees expected in the next 12 months (enter -0- if none). _____		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment _____)		



Translate

Search

Services Agency Directory Your Government Visit PA News

Agencies > Department of Revenue > Resources > myPATH

MYPATH

Pennsylvania Tax Hub

myPATH is the new online portal that has replaced many of the Department of Revenue's online services.

Continue to myPATH

Department of Revenue	
Search	
Newsroom	>
File	>
Pay	>
Track my Rebate or Refund	>
Incentives, Credits, Programs	>
Forms and Publications	>
Liens, Certificates, Clearance	>

myPATH



myPATH, which stands for 'my Pennsylvania Tax Hub', provides many self-service options such as registering a new tax account, accurately and securely filing returns, making payments, managing your accounts, and interacting with the department. Some advantages of using myPATH are:

- Available 24 hours a day, 7 days a week
- Compatible with any device and most browsers
- Error-reducing automatic calculators
- Verification that all required information is included on your return before it is submitted.

Multi-Import/File Upload Specs →



Municipalities We Serve



Choose from the municipalities we serve to view specific documents and other important information

- [Exeter Township, Berks County](#)
- [North Coventry Township, Chester County](#)
- [East Lansdowne Borough, Delaware County](#)
- [Haverford Township, Delaware County](#)
- [Marple Township, Delaware County](#)
- [Ridley Township, Delaware County](#)
- [Colonial School District, Montgomery County](#)
- [Conshohocken Borough, Montgomery County](#)
- [Municipality of Norristown, Montgomery County](#)
- [Plymouth Township, Montgomery County](#)
- [Springfield Township, Montgomery County](#)
- [Upper Merion Township, Montgomery County](#)
- [West Conshohocken Borough, Montgomery County](#)
- [Whitemarsh Township, Montgomery County](#)
- [Bethlehem City, Northampton County](#)

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ACCEPT



Springfield Township, Montgomery County

[Visit the Township's Website: The Township of Springfield Official Website](#)

[Applications](#)

[Business Privilege and Mercantile Tax Forms](#)

[Instructions, Regulations, and Other Forms](#)

Applications

Township of Springfield Application Business-Mercantile License (pdf)

[Download](#)

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REGISTRATION LOCAL – Tri-State



TRI-STATE FINANCIAL GROUP, LLC PO BOX 38 BRIDGEPORT, PA 19405	Tax forms and other information available at www.ffgtax.com Phone 610-270-9520 Fax 610-270-9522
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BUSINESS REGISTRATION/MERCANTILE LICENSE APPLICATION

- ANSWER ALL QUESTIONS COMPLETELY. INCOMPLETE APPLICATIONS WILL NOT BE APPROVED
- A SEPARATE APPLICATION MUST BE FILED FOR EACH COMPANY DOING BUSINESS

1. BUSINESS NAME (Enter name under which business is conducted): _____
2. COMPLETE ADDRESS OF ACTUAL BUSINESS LOCATION IN SPRINGFIELD TOWNSHIP (No PO Boxes, if none, write NONE):

3. EIN / SSN: _____
4. MAILING ADDRESS (If different than above):

5. ADDRESS OF CORPORATE OFFICE:

6. PHONE NUMBERS: Local office (_____) _____ E-Mail _____
7. DESCRIPTION OF BUSINESS ACTIVITY: _____
8. DOES THIS BUSINESS HAVE OTHER LOCATIONS: () Yes () No If YES, where are the other business locations:
() In Pennsylvania () Other _____
9. BUSINESS TYPE: () Sole Proprietorship () Partnership () C Corp () S Corp () LLC () Non-Profit
10. DATE STARTED IN SPRINGFIELD TOWNSHIP: _____
11. NUMBER OF EMPLOYEES AT THIS LOCATION: (Including self-employed, partners and owners) _____
12. DO YOU RENT THE OFFICE SPACE OF BUILDING YOU OCCUPY? () Yes () No If YES, give name and address of landlord or rental agent _____
13. IS THIS BUSINESS A: () Retail () Wholesale () Service () Rental Income () Manufacturer
14. DO YOU OWN ANY PROPERTY IN SPRINGFIELD TOWNSHIP FOR WHICH YOU RECEIVE RENTAL INCOME?
() Yes () No If YES, give name of owner or rental agent _____
15. ARE THERE ANY LEASED DEPARTMENTS OR CONCESSIONAIRES AT THIS LOCATION? () Yes () No
If YES, please provide name and address of provider _____

ESTIMATED REVENUE FOR CURRENT YEAR

(This will be your credit on your First Tax Return due April 15th)

Retail Receipts	\$ _____	x	0.0015 =	\$ _____
Wholesale Receipts	\$ _____	x	0.0010 =	\$ _____
Service/ Rental Receipts	\$ _____	x	0.002 =	\$ _____
Annual Business License Fee	-----			\$ 10.00

TOTAL AMOUNT DUE WITH APPLICATION \$ _____

*Enclose check made payable to "SPRINGFIELD TOWNSHIP" –
Mail to Tri-State Financial Group, PO Box 38, Bridgeport, PA 19405*

Print Name (Owner or Authorized Person): _____ Date _____

Signature (Owner or Authorized Person): _____ Title _____

REGISTRATION LOCAL –Tri-State



READ INSTRUCTIONS ON THE BACK BEFORE COMPLETING FORM

2025 TOWNSHIP OF SPRINGFIELD		OFFICIAL USE ONLY	
BUSINESS PRIVILEGE AND MERCANTILE TAX RETURN FINAL RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2025 ESTIMATED RETURN FOR CALENDAR YEAR ENDED DECEMBER 31, 2026 Due Date April 15, 2026		DATE REC'D _____	AMT REC'D _____
		CHECK NO _____	BATCH NO _____
		BUSINESS ACCOUNT NUMBER: _____	EIN/SSN: _____
		BUSINESS LOCATION: DID YOU TERMINATE / MOVE THIS BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MOVED DATE: _____	
		IF MOVED, WHERE? <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> MANUFACTURER	
ENTER WHOLE DOLLAR AMOUNTS ONLY <small>A return must be filed even if you have no gross receipts</small>		DOLLARS	NO CENTS
1. Sales or Gross Receipts (January to December only)		1.	00
2. Exclusions (Must attach written proof)		2.	00
3. Taxable Gross Receipts (Line 1 Less Line 2) Check if Amended Return <input type="checkbox"/>		3.	00
FINAL RETURN FOR YEAR ENDED DECEMBER 31, 2025		RECEIPTS FROM LINE ABOVE	
4. Wholesale	x .001	4.	00
5. Retail	x .0015	5.	00
6. Service	x .002	6.	00
7. Rental / Other Income	x .002	7.	00
8. Total (add Lines 4, 5, 6, & 7)		8.	00
9. Deduct 2025 Estimated Tax (Paid with 2024 Return)		9.	00
10. Total Tax Due, or Credit (Line 8 Less Line 9)		10.	00
ESTIMATED TAX RETURN FOR YEAR ENDING DECEMBER 31, 2026			
11. 2026 Estimated Tax (Must use amount shown on Line 8)		11.	00
TOTAL TAX DUE IF PAID BY APRIL 15, 2026			
12. Add Line 10 and Line 11		12.	00
PENALTY AND INTEREST IF TAX PAID AFTER APRIL 15, 2026			
13. Add: 10% Penalty if paid after April 15, 2026 (multiply Line 12 x 10%)		13.	00
14. Add: Interest = Number of Days Late divided by 365, then multiply by 10%, then multiply by Line 12		14.	00
15. TOTAL TAX, PENALTY AND INTEREST (Add Lines 12, 13, & 14)		15.	00
LICENSE FEE			
16. 2026 Business License Fee (a separate License is required for each location, \$10 per location)		16.	10 x ____ = 00
17. Total Amount Due (Add Lines 15 & 16)		17.	00

Any Work Papers containing calculations used to determine Gross Receipts and copies of Federal Returns shall be attached to this return. Tax returns will not be considered complete unless such documents are attached.
 ☐ 1040 - SCH C; ☐ 1040 - SCH E; ☐ 1065; ☐ 1120; ☐ 1120S; ☐ P&L STATEMENT; ☐ 4797; ☐ 8824

Make Check Payable to: **SPRINGFIELD TOWNSHIP** Mail Return and Payment to: **TRI-STATE FINANCIAL GROUP**
 SEND ORIGINAL WITH PAYMENT - MAKE A COPY FOR YOUR RECORDS PO BOX 38
 I declare under penalty of law that all statements made here and/or in supporting BRIDGEPORT, PA 19405
 schedules are true, correct and complete to best of my knowledge and belief. 610-270-9520

Print Name _____	Telephone Number _____	*As required by Pennsylvania law, Springfield Township will provide upon request a disclosure statement explaining to the taxpayer their rights in certain tax proceedings involving the Township.* NEW BUSINESS: License must be obtained prior to opening. Tax must be paid within 40 days after opening date. SEE APPLICATION FORM. FORM MUST BE PREPARED IN ITS ENTIRETY, SIGNED AND DATED. IF NOT, THE FORM WILL BE RETURNED AND PENALTY AND INTEREST ADDED UNTIL COMPLETED FORM IS RECEIVED.
Signature _____	Date _____	
Signature of Person Preparing Return (if other than taxpayer) _____	Date _____	
Address of Preparer _____	Telephone Number _____	



Individual Taxpayer Electronic Filing

Start Here
[create new account](#)

User Login

Email:

Password:

forgot/reset password? click [here](#)
 need account activation email? click [here](#)

Login



Welcome to our easy, safe and secure electronic tax filing, where you can file your Local Earned Income Tax Return and Individual Quarterly Return.

To determine if you are eligible to file your Local Earned Income Tax Return online, [click here](#). To print & mail a paper form, please [click here](#).

Have no income or earnings? Instead of filling out a full return you can [click here](#) to inform us.

[Instructions](#) | [Eligibility](#) | [Disclaimer](#) | [Contact Us](#)
[Pay Balance Due](#) | [Submit Documentation-Respond to a Notice](#)

Our Berk-e site has been optimized for desktop users and supports current versions of Edge, Firefox, Chrome, and Safari. If you experience problems with any supported browser, please [contact us](#)

Website may be unavailable between 12:00 AM and 6:00 AM (EST) on Sundays due to system maintenance. In addition, certain features of the website may be unavailable between 11:00 PM Friday and 12:15 AM (EST) Saturday.

Select Language Powered by [Google Translate](#)

[Translate Disclaimer](#)



EMPLOYER EARNED INCOME OR LOCAL SERVICES TAX

Existing Account Lookup

EMPLOYER EARNED INCOME OR LOCAL SERVICES TAX

New Account Registration

BUSINESS PRIVILEGE, MERCANTILE, AMUSEMENT, PAYROLL PREPARATION AND MECHANICAL DEVICE TAX

New Account Registration





*Building & Zoning
Information for New & Proposed
Business Owners within
Springfield Township*



Things you need to know prior to entering into a lease or an agreement of sale on the property

- *Always check the zoning of a property to make sure the proposed use is a permitted use within the zoning district.*
- *Also check to make sure the available parking meets the onsite parking requirements listed within the Zoning Ordinance.*
- *Inquire as to what permits are required to complete any proposed alterations or renovations to accommodate the new business.*
- *Signage is very important to any new business, make sure you know the types of signs and the size limitations.*
- *The level of Fire Safety Equipment within a building is based on the use of the structure. Inquire as to the level of protection needed for the proposed new use.*



The answers to questions you have concerning the permitted uses of a property, the required amount of on-site parking and the types and limitations on the size of signs permitted within Springfield Township can be answered by the Zoning Officer. That office can be reached at 215-836-7600, ext. 1114.





The Fire Marshal's Office

215-836-7600

Ext. 1111

All questions concerning the level of fire safety protections required by a proposed use can be addressed to the Springfield Township Fire Marshal.





- Alterations to non-residential buildings within the Springfield Township that involve structural changes, alterations to the ingress or egress of the building or the division of space require plans designed and sealed by either a Registered Architect or Professional Engineer.
- Alterations, additions or the replacement of the electrical, plumbing, heating, air conditioning or fire protection systems within the tenant space or building, require permits.
- All permit applications and the permit fee schedule are available either in the Community Development Office or on the Springfield Township website, www.springfieldmontco.org
- You can always contact the Community Development Office at 215-836-7600, with any questions you may have.

ADDITIONAL INFORMATION



The screenshot shows a web browser window displaying the Springfield Township Tax Information page. The browser's address bar shows the URL: <https://springfieldmontco.org/departments/finance-taxes/tax-information/>. The website header is green and includes the Springfield Township logo, a search bar with the text "How do I...?", and a navigation menu with items: Government, Departments, Information, Services, Home, News, Calendar, Meetings, Permits, Documents, and a Library button. The main content area has a breadcrumb trail: Home / Departments / Finance & Taxes. The title is "Tax Information" with the subtitle "Your source for information on taxes levied by Springfield Township, Montgomery County, PA". Below the title are social media icons for Facebook, Twitter, YouTube, and LinkedIn. A large banner image shows a close-up of a tax form (1040) with the text "SPRINGFIELD TOWNSHIP TAX INFORMATION" overlaid. The page is divided into two columns. The left column is titled "Springfield Township Tax Rates" and lists: Real Estate: 4.516 Mills; Earned Income: 1%; Business Privilege: 2 Mills; Mercantile: 1 1/2 Mills for Retail, 1 Mill for Wholesale; Local Services: \$1 per week (\$52 annually). A note below states: "Springfield Township also levies an annual refuse service fee for the provision of residential trash, recycling, and seasonal leaf collection." The right column is titled "Departments" and lists: Administration; Building & Zoning; Finance & Taxes; Budgets & Financial Reports; Fee Schedule; Tax Information; Real Estate Tax; Earned Income Tax. The Windows taskbar at the bottom shows the date and time as 3:43 PM on 12/18/2025, along with various application icons and a search bar.

ADDITIONAL INFORMATION



Home / Departments

Building & Zoning

Building & Zoning is the first point of contact for developers, property owners, and contractors looking to submit plans, schedule an inspection, or obtain a permit for new construction and renovation work in the Township.



Permits & Inspections	Planning & Zoning
Zoning Map	Fee Schedule

- Departments**
- Administration
 - Building & Zoning**
 - Building Permits & Inspections
 - Planning & Zoning
 - Zoning Map
 - Township Code



Local Business Assistance | PREP

<https://dced.pa.gov/local-business-assistance/>

Business | Department of State | Commonwealth of Pennsylvania

<https://www.pa.gov/agencies/dos>



General Questions?



Thank you!