

DECEMBER, 2003

IMPORTANT TAX DOCUMENTS – PLEASE READ CAREFULLY

ATTENTION TAX OFFICE PERSONNEL:

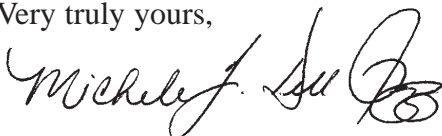
Enclosed are the following documents relating to the various taxes that are imposed by Upper Merion Township:

1. Business Privilege/Mercantile License Application, due on or before **January 31, 2004**.
2. Business Privilege/Mercantile Tax Return, due on or before **April 15, 2004**.
All returns are to be accompanied by appropriate documentation corroborating the information reported.
3. Occupational Privilege Tax Returns — Employers Tax Transmittal report OP-1.
The OP-1 Form is due quarterly. The due dates appear on the forms.
THIS RETURN WILL BE MAILED SEPARATELY.
Occupational Privilege Employee Deduction forms OP-2, are available upon request.
4. Amusement Tax License Application and Amusement Tax Returns. These tax forms will be included in your packet only if you have previously filed Amusement Tax.

AS STIPULATED BY THE ORDINANCE, ALL RETURNS ARE SUBJECT TO VERIFICATION BY AUDIT. You are entitled to receive a written explanation of your rights with regard to an audit, appeal, enforcement refund or collection of local taxes. The Upper Merion Township Disclosure Statement, Rules and Regulations and Business Tax Ordinances are available upon request.

If you have any questions, or require additional forms, please call the above number and ask for either Michele or Marie in the Business Tax office between the hours of 9 a.m. and 5 p.m., Monday through Friday.

Very truly yours,



Michele J. Delli Pizzi
Director of Accounts Receivable

Enclosures