



UPPER MERION TOWNSHIP

511 BUSINESS TAX DEPARTMENT

175 WEST VALLEY FORGE ROAD
KING OF PRUSSIA, PA 19406-1802
610-265-2600
FAX: 610-265-0482
www.umtownship.org

January 2015

INSTRUCTIONS FOR ITINERANT (TEMPORARY) MERCHANTS

You are receiving this tax package if you have previously been an Itinerant Merchant in Upper Merion Township. Please retain these tax documents if you are planning on selling as an Itinerant Merchant in Upper Merion Township in the year 2015. **As per Ordinance No. 89-562, pertaining to temporary merchant's registration, all persons who lease a space on a temporary basis, whether lease is for an in-line store, kiosk or RMU for a sixty (60) day period or any fraction thereof, must pay for a Itinerant Merchant License prior to the start of operations in Upper Merion Township.**

AS STIPULATED BY THE ORDINANCE, ALL RETURNS ARE SUBJECT TO VERIFICATION BY AUDIT. The Upper Merion Township Disclosure Statement, Rules and Regulations and Business Tax Ordinances are available upon request. **Itinerant Merchant Fee Schedule per Ordinance No. 89-43; Amended Ordinance No. 93-609; Resolution No. 2006-37 (Fee Schedule); Resolution No. 2009-41 (Fee Schedule)**

Enclosed are the following documents and instructions:

1. Itinerant Merchant Tax License Application.

- Complete the enclosed return with Business Name and include contact name, address and phone number.**
- Submit Itinerant Merchant Tax Form with \$30.00 for the first 60 days and \$30.00 for each additional 60 day period or fraction thereof.**
- Itinerant Merchants must have obtained a Use & Occupancy Permit from our Safety & Codes Department, (610) 265-2608 ext. 112 or 113.**

Please make your check payable to UPPER MERION TOWNSHIP with required paper work.

If you have any questions, or require additional forms, please call the above number and ask for either Michele (ext. 211); Marie (ext. 224) or Lisa (ext. 227) in the Business Tax office between the hours of 8:15 a.m. and 6 p.m., Monday through Thursday. You may also contact us at the following:

Michele J. Delli Pizzi: 610-205-8540

mdellipizzi@umtownship.org

Marie Lattanze: 610-205-8553

mlattanze@umtownship.org

Lisa Rolette: 484-636-3863

lrolette@umtownship.org