



# 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 2017

## INSTRUCTIONS FOR PROMOTERS

You are receiving this tax package if you have previously promoted a show in Upper Merion Township.

Please retain these tax documents if you are planning on promoting a show in Upper Merion Township in the year 2017.

Enclosed are the following documents relating to Show Promoters:

- 1. Itinerant Merchant Tax License Application. Complete this return with the appropriate number of vendors (participants). The list of vendors can either be mailed or faxed one week prior to the date of the show.**
- 2. Amusement Tax License Application and Amusement Tax Returns. The Promoter's Amusement Permit License Fee is \$75.00 per show and is due before the date of the show along with the Itinerant Merchant fees. The Amusement Tax return is due 10 days after the close of the show.**

**A single check must be issued by the PROMOTER in payment of the total fee due for all Merchants/Vendors, along with the Amusement Tax License fee if applicable. Please make your check payable to UPPER MERION TOWNSHIP with required paper work.**

**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. **Itinerant Merchant Fee Schedule per Ordinance No. 89-43; Amended Ordinance No. 93-609; Resolution No. 2006-37 (Fee Schedule); Resolution No. 2009-41**

If you have any questions, or require additional forms, please call the above number and ask for either Michele (ext. 1211); Marie (ext. 1224) or Lisa (ext. 1227) in the Business Tax office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. You may also contact us at the following:

**Michele J. Delli Pizzi: 610-205-8540**

[mdellipizzi@umtownship.org](mailto:mdellipizzi@umtownship.org)

**Marie Lattanze: 610-205-8553**

[mlattanze@umtownship.org](mailto:mlattanze@umtownship.org)

**Lisa Rolette: 484-636-3863**

[lrolette@umtownship.org](mailto:lrolette@umtownship.org)