

TOWNSHIP OF PINE

ALLEGHENY COUNTY
230 Pearce Mill Road, Wexford, PA 15090

Business Tax Office
Homepage - <http://twp.pine.pa.us>
Email: jkowalski@twp.pine.pa.us

724-625-1636 Ext. 118

Business Registration Requirements for Commercial Contractors

Attention: Construction Managers or General Contractors-

Please provide a copy of this information sheet and the Registration Form to all subcontractors

- A commercial construction contractor, whether a construction manager, general contractor or subcontractor, must register with the Township if working on any project lasting fifteen (15) days or more.
- A commercial construction contractor operating in the Township of Pine is considered a temporary business and is subject to the Business Gross Receipts Tax (Business Privilege and/or Mercantile Tax) as described in the Township of Pine Code Chapter 128, Articles III and IV.
- Each contractor must:
 - Complete the attached Business Registration Form and submit to the Business Tax Office prior to the commencement of work.
 - File the Business Gross Receipts Tax Return reporting the gross receipts from the project and pay any tax due. The tax return is due no later than 40 days after completion of the project. In the case of a subcontractor, the project completion date refers to the portion of the project involving that subcontractor.
 - General Contractors or Construction Managers must submit a list of Subcontractors on the Project, along with their contact information, with the Business Registration. At the project conclusion, they must submit a schedule of the amounts paid to all subcontractors.
 - A Business Gross Receipts Tax Return will be sent from this office upon receipt of the Business Registration. It is the responsibility of the contractor to complete and file the tax return within 40 days of project completion. Late filings will be subject to penalty and interest charges in addition to the tax.
- Contact Jan Kowalski, Township of Pine Director of Finance, with any questions.
jkowalski@twp.pine.pa.us, (724) 625-1636, Ext. 118.

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BUSINESS REGISTRATION-CONTRACTORS

(To be submitted to Business Tax Office prior to commencement of work)

CONTRACTOR INFORMATION:

Business Name: _____

Please indicate the name and contact information of the person that will be responsible for completing the tax return:

Business Contact: _____

Telephone: _____ Email: _____

Mailing Address: _____

Federal ID #: _____

JOB INFORMATION:

Construction Project Name: _____

Physical Location in Pine: _____

Type of Operation: *(check one)* Construction Manager General Contractor Subcontractor

Construction Manager or General Contractor - attach a schedule of all Subcontractors and their contact information.

If Subcontractor, indicate nature of work to be performed: _____

START DATE: _____ **EXPECTED COMPLETION DATE:** _____

The applicant certifies that the above information is complete and true and correct to the best of the applicant's knowledge and belief.

The applicant agrees to comply with the provisions of the Township of Pine's Ordinances, Codes and Regulations, and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application.

Signature of Applicant: _____ Date: _____