

TRINITY SCHOOL DISTRICT (CANTON TOWNSHIP)  
QUARTERLY MERCANTILE TAX RETURN

1

1st QUARTER - JANUARY 1 THRU MARCH 31  
PAYMENT DUE BY 04/30/2021

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

Account Number: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Location address: \_\_\_\_\_

I. Report total gross sales for quarter \_\_\_\_\_ \$ \_\_\_\_\_  
Less: Total exemptions and exclusions  
(as itemized below) \_\_\_\_\_ \$ \_\_\_\_\_  
TAXABLE VOLUME FOR QUARTER \_\_\_\_\_ \$ \_\_\_\_\_

II. COMPUTATION OF TAX

Retail volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00150 \_\_\_\_\_ \$ \_\_\_\_\_  
Wholesale volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00100 \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL TAX \_\_\_\_\_ \$ \_\_\_\_\_  
Penalties & Interest (1% per month on delinquent tax) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL AMOUNT DUE COLLECTOR \_\_\_\_\_ \$ \_\_\_\_\_

III. DESCRIPTION OF EXEMPTIONS AND EXCLUSIONS

1. Federal Retailer's Excise Tax \_\_\_\_\_ \$ \_\_\_\_\_  
2. Alcoholic Beverage Tax \_\_\_\_\_ \$ \_\_\_\_\_  
3. Pennsylvania Liquid Fuels Tax \_\_\_\_\_ \$ \_\_\_\_\_  
4. Cigarette Tax \_\_\_\_\_ \$ \_\_\_\_\_  
5. Other (describe in detail & attach list) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL EXEMPTIONS and EXCLUSIONS \_\_\_\_\_ \$ \_\_\_\_\_

I declare the information hereby given to be true  
and correct to the best of my knowledge.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Type or print

Phone \_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Make checks payable to:

LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

TRINITY SCHOOL DISTRICT (CANTON TOWNSHIP)  
QUARTERLY MERCANTILE TAX RETURN

2

2nd QUARTER - APRIL 1 THRU JUNE 30  
PAYMENT DUE BY 07/31/2021

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

Account Number: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Location address: \_\_\_\_\_

I. Report total gross sales for quarter \_\_\_\_\_ \$ \_\_\_\_\_  
Less: Total exemptions and exclusions  
(as itemized below) \_\_\_\_\_ \$ \_\_\_\_\_

TAXABLE VOLUME FOR QUARTER \_\_\_\_\_ \$ \_\_\_\_\_

II. COMPUTATION OF TAX

Retail volume \_\_\_\_\_ \$ \_\_\_\_\_

Tax at .00150 \_\_\_\_\_ \$ \_\_\_\_\_

Wholesale volume \_\_\_\_\_ \$ \_\_\_\_\_

Tax at .00100 \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL TAX \_\_\_\_\_ \$ \_\_\_\_\_

Penalties & Interest (1% per month on delinquent tax) \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL AMOUNT DUE COLLECTOR \_\_\_\_\_ \$ \_\_\_\_\_

III. DESCRIPTION OF EXEMPTIONS AND EXCLUSIONS

1. Federal Retailer's Excise Tax \_\_\_\_\_ \$ \_\_\_\_\_

2. Alcoholic Beverage Tax \_\_\_\_\_ \$ \_\_\_\_\_

3. Pennsylvania Liquid Fuels Tax \_\_\_\_\_ \$ \_\_\_\_\_

4. Cigarette Tax \_\_\_\_\_ \$ \_\_\_\_\_

5. Other (describe in detail & attach list) \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXEMPTIONS and EXCLUSIONS \_\_\_\_\_ \$ \_\_\_\_\_

I declare the information hereby given to be true  
and correct to the best of my knowledge.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Type or print

Phone \_\_\_\_\_ Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Make checks payable to:

LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

TRINITY SCHOOL DISTRICT (CANTON TOWNSHIP)  
QUARTERLY MERCANTILE TAX RETURN

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
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WASHINGTON, PA 15301  
(724) 225-7244

3

3rd QUARTER - JULY 1 THRU SEPTEMBER 30  
PAYMENT DUE BY 10/31/2021

Account Number:

Federal ID #: \_\_\_\_\_

Business mailing address:

Location address:

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I. Report total gross sales for quarter \_\_\_\_\_ \$ \_\_\_\_\_  
Less: Total exemptions and exclusions  
(as itemized below) \_\_\_\_\_ \$ \_\_\_\_\_  
TAXABLE VOLUME FOR QUARTER \_\_\_\_\_ \$ \_\_\_\_\_

II. COMPUTATION OF TAX

Retail volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00150 \_\_\_\_\_ \$ \_\_\_\_\_  
Wholesale volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00100 \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL TAX \_\_\_\_\_ \$ \_\_\_\_\_  
Penalties & Interest (1% per month on delinquent tax) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL AMOUNT DUE COLLECTOR \_\_\_\_\_ \$ \_\_\_\_\_

III. DESCRIPTION OF EXEMPTIONS AND EXCLUSIONS

1. Federal Retailer's Excise Tax \_\_\_\_\_ \$ \_\_\_\_\_  
2. Alcoholic Beverage Tax \_\_\_\_\_ \$ \_\_\_\_\_  
3. Pennsylvania Liquid Fuels Tax \_\_\_\_\_ \$ \_\_\_\_\_  
4. Cigarette Tax \_\_\_\_\_ \$ \_\_\_\_\_  
5. Other (describe in detail & attach list) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL EXEMPTIONS and EXCLUSIONS \_\_\_\_\_ \$ \_\_\_\_\_

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I declare the information hereby given to be true  
and correct to the best of my knowledge.

Signature \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

Name \_\_\_\_\_  
Type or print  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

TRINITY SCHOOL DISTRICT (CANTON TOWNSHIP)  
QUARTERLY MERCANTILE TAX RETURN

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

4

4th QUARTER - OCTOBER 1 THRU DECEMBER 31  
PAYMENT DUE BY 01/31/2022

Account Number: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Location address: \_\_\_\_\_

I. Report total gross sales for quarter \_\_\_\_\_ \$ \_\_\_\_\_  
Less: Total exemptions and exclusions  
(as itemized below) \_\_\_\_\_ \$ \_\_\_\_\_  
TAXABLE VOLUME FOR QUARTER \_\_\_\_\_ \$ \_\_\_\_\_

II. COMPUTATION OF TAX

Retail volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00150 \_\_\_\_\_ \$ \_\_\_\_\_  
Wholesale volume \_\_\_\_\_ \$ \_\_\_\_\_  
Tax at .00100 \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL TAX \_\_\_\_\_ \$ \_\_\_\_\_  
Penalties & Interest (1% per month on delinquent tax) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL AMOUNT DUE COLLECTOR \_\_\_\_\_ \$ \_\_\_\_\_

III. DESCRIPTION OF EXEMPTIONS AND EXCLUSIONS

1. Federal Retailer's Excise Tax \_\_\_\_\_ \$ \_\_\_\_\_  
2. Alcoholic Beverage Tax \_\_\_\_\_ \$ \_\_\_\_\_  
3. Pennsylvania Liquid Fuels Tax \_\_\_\_\_ \$ \_\_\_\_\_  
4. Cigarette Tax \_\_\_\_\_ \$ \_\_\_\_\_  
5. Other (describe in detail & attach list) \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL EXEMPTIONS and EXCLUSIONS \_\_\_\_\_ \$ \_\_\_\_\_

I declare the information hereby given to be true  
and correct to the best of my knowledge.

Signature \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to:  
LAURA KEISLING, COLLECTOR  
550 WASHINGTON RD  
WASHINGTON, PA 15301  
(724) 225-7244

Name \_\_\_\_\_  
Type or print  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
e-mail \_\_\_\_\_

**TRINITY AREA SCHOOL DISTRICT**  
**TOWNSHIPS OF AMWELL, CANTON, NORTH FRANKLIN, AND SOUTH STRABANE**  
**LAURA KEISLING**  
**MERCANTILE TAX COLLECTOR**  
**550 WASHINGTON ROAD**  
**WASHINGTON PA 15301**  
**724-225-7244 (TELEPHONE) OR LKEIS@YMAIL.COM(EMAIL ADDRESS)**

Please find enclosed Mercantile Tax forms to be filed with the Trinity Area School District and the Townships of Amwell, North Franklin, Canton, and South Strabane for the first, second, third, and fourth quarters of 2021. Note that merchants whose businesses are located in the Trinity Area School District in the Townships of Amwell, North Franklin, Canton, and South Strabane are to pay mercantile taxes due to the Trinity Area School District and the above-noted townships to Laura Keisling, Collector. The total rate for the district and townships is 0.0015 for retail sales and 0.0010 for wholesale sales.

Please review your mercantile tax records for payments that were made for the four quarters of 2021 to determine if all quarterly payments have been made accurately. Please complete and return the below mercantile tax reconciliation form to me by 4/15/2022.

**BUSINESS NAME AND LOCAL PHYSICAL LOCATION** \_\_\_\_\_

**MERCANTILE TAX CONTACT:**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS FOR TAX FORMS** \_\_\_\_\_

**FAX** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**2021 Mercantile Tax Reconciliation Form**

Quarter	Gross Receipts	Tax Due	Tax Paid	Additional Tax/Penalty Due
01/01/21-03/31/21	Wholesale:			
	Retail:			
04/01/21-06/30/21	Wholesale:			
	Retail:			
07/01/21-09/30/21	Wholesale:			
	Retail:			
10/01/21-12/31/21	Wholesale:			
	Retail:			
<b>Totals</b>				
<b>Balance due for Y/E 12/31/2021:</b>				

**SIGNATURE OF PREPARER/TITLE** \_\_\_\_\_