Erica Rocchi Brusselars

Allegheny County Treasurer
Special Tax Division

Allegheny County Alcoholic Beverage Tax Statement

Account Number	Date Due

Filing Period	

Establishment Location

Alcoholic Beverage Tax—Coupon Instructions

Step A	Enter the **Total Gross Sales** on Line 1 received from food, alcoholic beverages, non-alcoholic beverages, and merchandise before taxes.
Step B	Enter the **Total Excludable Sales** on Line 2 received from food, non-alcoholic beverages and merchandise before taxes.
Step C	Subtract Line 2 from Line 1 and enter the difference on Line 3. These are the alcoholic beverage sales (**Taxable Sales**) that are subject to the Tax.
Step D	Multiply amount entered on Line 3 by 7% (.07) and enter the **Tax Due** on Line 4.
Step E	Add Lines 4 & 5 and enter the sum on Line 6. This is the amount of **Total Payment Due.** If there is no tax due for the period, enter "No Tax Due" on Line 6.
Step F	Sign the coupon, print your name, telephone number & email address.
Step G	Make check payable to Allegheny County Treasurer. Do not send cash. Detach coupon and mail with payment using the enclosed self-addressed envelope.

Your Account Quick Summary

Prior Balance	
(+)Previous Period(s) Posted Tax Payable	
(-)Previous Period(s) Tax Payment	
(+)Previous Period(s) Penalty, Interest & Fees	
(+)Previous Period(s) Overpayment (Credit)	
Balance Forward	

If no payment is due for the period, enter "No Tax Due" on Line 6 of the Coupon

PLEASE TEAR & RETURN BELOW COUPON WITH YOUR PAYMENT. BE SURE TO WRITE YOUR ACCOUNT NUMBER ON THE FRONT OF YOUR CHECK AND MAKE CHECK PAYABLE TO
ALLEGHENY COUNTY TREASURER

Account Number	Date Due

Filing Period	

☐ New Address or Business Discontinued? Please provide information on reverse side.

I hereby certify that I have examined this return and it is correct to the best of my knowledge.

Signature _____

Print Name _____

Telephone Number _____

Email Address _____

ALLEGHENY COUNTY ALCOHOLIC BEVERAGE TAX COUPON

1. Total Gross Sales	$
2. Less Excludable Sales	$
3. Taxable Sales (Line1-Line2)	$
4. Tax Due (Line 3 x .07)	$
5. Balance Forward	$
6. Total Payment Due (Lines 4 & 5)	$

Allegheny County Alcoholic Beverage Tax Statement Information

Who must file this form?
Every vendor subject to the Allegheny County Alcoholic Beverage Tax, including but not limited to bars, restaurants, hotels/motels, catering services, gaming establishments, clubs (such as the VFW and American Legion), organizations (including non-profits such as volunteer fire departments and religious organizations), or any other holder of an active Pennsylvania liquor license from the Pennsylvania Liquor Control Board who is selling alcohol ***at retail*** in Allegheny County (This includes temporary licenses or permits).

What if I do not have any Taxable Sales for a particular period?
If your liquor license was active for the filing period, or any part thereof, a return must be filed for the period. Enter "No Tax Due" on Line 6 of the coupon if there are no **Taxable Sales.**

Tax Rate
The Tax Rate is 7% (.07) on the retail sale price of alcoholic beverages.

Filing Periods, Due Dates
Each monthly return form is due from each vendor within 25 days after the last day of the prior month for which the return is being filed.

Fee (s)
A check returned to the Tax Collector due to insufficient funds will incur a charge in an amount to be determined by the Tax Collector.

Your Account Quick Summary Information

Prior Balance
This amount is the total of any/all payments, adjustments, credits, penalties, interest, fees, and unpaid tax due on the account at the time the previous period's tax coupon was generated.

(+)Previous Period(s) *Posted* Tax Payable
This is the amount that was entered on Line 6, by the vendor, on all tax coupons filed last period. The tax calculation will have been verified and posted by the Tax Collector.

(-)Previous Period(s) Tax Payment
This is the amount received from the vendor for the reported **Total Payment Due** on all tax coupons filed last period.

(+)Previous Period(s) Penalty & Interest
Failure to file and pay by the due date will result in the imposition of a penalty and interest. A penalty will be imposed at a rate of one percent (1%) per month, or fraction thereof, from the time the Tax became due. Interest will be imposed at a rate of one-half of one percent (1/2%) per month, or fraction thereof, from the time the Tax became due.

(+)Previous Period(s) Overpayment (Credit)
This is the amount determined by the Tax Collector as an overpayment on any/all tax coupon(s) filed last period. The **Previous Period(s) Tax Payment** must exceed the sum of the **Prior Balance** and the **Posted Tax Payable**, as well as **Fees, Penalty & Interest** if applicable.

Balance Forward
This amount is the total of any/all adjustments, credits, penalties, interest, fees, and unpaid tax due on the account and will automatically be entered on Line 5 of the current period's tax coupon by the Tax Collector.

How Can We Help You?

Special Tax Division, Customer Service
412-350-4114
877-893-7465

Hours:
Monday - Friday 8:30am to 4:30pm

For complete Rules & Regulations, please visit our website at:
https://alleghenycountytreasurer.us/special-tax/1568-2/

For Questions & Comments email us at:
webmaster.treasurer@alleghenycounty.us

New Information? (Please be sure to check the box on the front if you fill any boxes below).

☐ If your address is changing, please enter the new information below.

Name _____

New Address _____

_____

_____

☐ If Business has been discontinued, please enter date of last operations

_____