

Business Volume Declaration

Municipality of
Guaynabo

For Calendar Year 20__ or other taxable year from _____ 20__ to _____ 20__

Please complete the following information:

Type of License <input type="checkbox"/> Normal <input type="checkbox"/> Exempt <input type="checkbox"/> Executed <input type="checkbox"/> _____		Municipal Identification Number	Fiscal Year	Business Telephone Number	Employer Social Security Number
Name of Individual, Industry, Business		Name of D/B/A		Seg. Soc. of Owner o Representative of Reg. Inc.	
Physical Address				Zip Code	New Address? YES <input type="checkbox"/> NO <input type="checkbox"/>
Industry, Business or Service Class	Type of Business Indiv. <input type="checkbox"/> Soc. <input type="checkbox"/> Corp. <input type="checkbox"/>	Num. of Employees	Annual Payroll \$	Date Business was established: MM: DD: YR:	
Owner or Representative's Name		Owner or Representative's Position		¿Radicó usted Declaración de Volumen de Negocios el año pasado? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Mailing Address				Zip Code	New Address? YES <input type="checkbox"/> NO <input type="checkbox"/>
Owner or Representative's Home Address				Zip Code	New Address? YES <input type="checkbox"/> NO <input type="checkbox"/>
Mailing Address of Businesses' Main Office				Zip Code	New Address? YES <input type="checkbox"/> NO <input type="checkbox"/>

Schedule 1	Business Volume (Schedule 6, Line 27, Page 3).....	\$ _____
	Municipal Tax rate (Schedule 6, Line 29, Page 3)	_____
	License Tax Due (Schedule 6, Line 30, Page 3).....	_____
	Penalties (Schedule 6, Line 32, Page 3)	_____
	Discount (Schedule 6, Line 33, Page 3)	_____
	Credit for Similar Taxes paid outside of Puerto Rico..... (Schedule 6, Line 34, Page 3)	_____
Total Tax Due (Schedule 6, Line 35, Page 3)	\$ _____	

Certification

I certify, that the Business Volume hereby declared has been calculated following the provisions of Act 113 of July 10, 1974, as amended, known as the Municipal License Tax Act; that the financials attached are in accordance with the company's accounting books as of _____ and that the copies of pages and/or addendums to the Puerto Rico Income Tax Return are true and exact duplicates of those submitted to the Treasury Department.

_____ Date

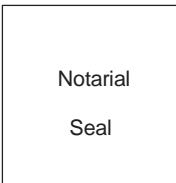
_____ Taxpayer's Signature or Authorized Agent

OATH

Taxpayer or Authorized Representative's Signature: _____ Aff. # _____

Sworn and subscribed before me by _____

of legal age and resident of _____, Puerto Rico whom I personally know or am able to identify by means of reliable alternate resources today, _____ in the city of _____, Puerto Rico.



_____ Signature of Officer Administering Oath

_____ Title of Officer Administering Oath

SCHEDULE 2	Commerce, Industry o Service	Actividad Comercial	Determination of Business Volume			
			1. Gross Income for the Accounting Year immediately Preceding Actual	\$ _____		
			2. Less: Sales Returns	_____		
			3. Adjusted Gross Income (Schedule 6, Line 27A, Column A, Page 3).....	\$ _____		
	Financial Activity		4. Interest Received or Earned on Loans Granted in Puerto Rico (Schedule 6, Line 27B, Column B, Page 3).....	\$ _____		
SCHEDULE 3	Commercial Banks, Savings and Loans Associations, Mutual or Savings Banks	Total Operations of the Organization	(To Be Completed by Main Branch/Office)			
			5. Interests Received or Earned on Loans	\$ _____		
			6. Service Charges	_____		
			7. Rents	_____		
			8. Gross Income on Sales of Securities	_____		
			9. Gross Income on Sales of Properties	_____		
			10. Less: Cost of Property Sold.....	_____		
			11. Adjusted Gross Income on Sales of Properties.....	_____		
			12. Other Income Received	_____		
			13. Gross Income for the Accounting year Immediately Preceding Actual.....	\$ _____		
			14. Less: Losses on Securities (Amount should not exceed total gains obtained from them)	\$ _____		
			15. Total Adjusted Gross Income of the Organization.....	\$ _____		
			Branch(es) and/or Main Office	16. Total deposits of the organization in Puerto Rico	\$ _____	
				17. Total deposits of the branch(es) in this municipality	\$ _____	
				18. Ratio of Total deposits of the branch(es) to the total deposits of the organization (Divide item 17 by item 16 and enter result here)	\$ _____	
19. Adjusted Gross income of Branch(es) or Main Office In this Municipality (Multiply item 15 by item 18 and enter the result on item 6, line 27C, Column B, Page 3)	\$ _____					
SCHEDULE 4	Other Financial Businesses	20. Gross Income of the Accounting Year Immediately preceding actual	\$ _____			
		21. Less:				
		a. Cost Property Sold	\$ _____			
		b. Losses on securities' (Amount should not exceed the total gains obtained from them).....	\$ _____			
		22. Adjusted Gross Income (Schedule 6, Line 27D, Column B, Page 3).....	\$ _____			

Business Volume Calculation for Gasoline Station

Gasoline

SCHEDULE 5

Gasoline Stations

Retail

- 23. Gallons of gasoline purchased per certification from supplier _____
- 23a. Income from sales _____
- 23b. % Income per gallon sold* _____
- 23c. Acquisition cost _____
- 23d. % Acquisition cost per gallon* _____
- 23e. Gross Margin _____
- 24. Total Business Volume from Gasoline sales (Multiply 23 x 23e) _____
- 25. Plus: Other operational gross income (Sales from other Products and Services,
 Accessories, mini-market etc.) _____
- 26. Total adjusted gross income (Schedule 6, Line 27E, Column A, Page 3) \$ _____

*** To determine Income per gallon sold and Acquisition cost per gallon please use four (4) decimal places.**

SCHEDULE 6

Calculation of Tax to be Paid:

27. Business Volume for taxable year immediately preceding the actual:

- a. From Schedule 2, Line 3, Page 2 \$ _____
- b. From Schedule 2, Line 4, Page 2 _____
- c. From Schedule 3, Line 19, Page 2 _____
- d. From Schedule 4, Line 22, Page 2 _____
- e. From Schedule 5, Line 26, Page 2 _____

28. Add: All the categories of Business Volume from taxable years
immediately preceding actual _____

29. Rate of tax set by the Municipal Assembly _____

30. **Tax due** (Multiply item 28 by item 29, for columns A and B and enter
the products here) _____

	A	B
	Non-Financial Business	Financial Business
	\$ _____	\$ _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

31. **Total due excluding penalty or discount** (Add columns A and B from item 30 and enter the total here.) \$ _____

32. Penalty (Enter the penalty for late filing, if applicable. See instructions.) _____

33. Discount (Enter discount for anticipated payment, if applicable. See instructions.) _____

34. Credit for Similar Taxes paid outside of Puerto Rico _____

35. **Total Due** (Add item 31 and 32 and deduct item 33, if applicable. Then subtract item, 34 if applicable. Enter the result here
and in Schedule 1, Line Total Tax Due, Page 1.) \$ _____

If this declaration is for the main or home office; include the municipalities and the business volumes rendered in each one of them, where offices, warehouses, manufacturing plants, etc. are operating.

Municipality	Business Volume for Services Rendered	Municipality	Business Volume for Services Rendered
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

General Instructions

1. Any person (individual, trust, succession, society, Corporation, etc.) whom profits from the provision of any service, sale of any service, sale of any property, any banking business or any industry or business operating in municipalities of the Commonwealth of Puerto Rico, is subject to payment of Business Volume Tax, unless otherwise established by law.
2. Any person or its authorized agent, subject to the payment of Business Volume tax, shall be required to give a Declaration of Business Volume by or before five (5) working days after 15 April of each taxable year.
3. Payment of Business Volume Tax expire each semester, on the 1st of July and 1st of January each year. A 5% discount shall be granted to taxpayers who submit payment for the total amount of Business Volume Tax by or before five (5) working days after 15 April of each taxable year.
4. Taxpayers among others, services, sales, financial business and/or any industry or business are exempt from the payment of Business Volume Tax, when your business volume does not exceed five thousand (5,000) dollars.
5. The main or home office will file a Business Volume Declaration for the municipality where it is established, and include the results of operations for branches in the same municipality, if any. In addition, Declarations will be submitted separately for the volume of business carried out in other municipalities where the main or home office has branches/subsidiaries, offices, warehouses, etc. All statements shall be rendered to the Director of Finance of the municipality where the main office is established and a copy of each statement to the corresponding municipality.
6. Accounting year shall mean the calendar year or financial year completed within the calendar year. The accounting year shall be equal to the one used to prepare and file the Income Tax Returns. If the Income Tax Return is not rendered, then the accounting year will equal the calendar year.
7. Include in Item 1 of Schedule 2, the volume of business of any service rendered in the municipality, even if there is no office is physically established.
8. "Services" means those operations carried out by any industry or business of providing services to the user or consumer, including, but not limited to professional services. The term "sales" means those operations carried out by any industry or business consisting of the sale of retail or wholesale goods.
9. The gross income earned by commercial banks, savings and loans associations, or mutual savings banks subject to the payment of Business volume tax will be distributed among the branches according to the proportion kept regarding all kinds of deposits with the total deposits of the Organization in Puerto Rico.
10. Schedule 4, "Other financial businesses" will include any industry or business that provides services and transactions of finance, loan, investment companies, collection agencies, and any other financial activity carried out by any industry or business.
11. A copy of certification of gallons of gasoline purchased, will be required with the Declaration of Business Volume to determine the contribution to pay for the sale of gasoline.
12. If the business volume declared exceeds one million (1,000,000) dollars, the declaration must be certified by the taxpayer or authorized agent, and should this accompanied with a Statement of Profits and Losses, Financial Statement and Statement of Cash flow, certified by an Public Accountant, for the immediately preceding accounting year. If the volume of business does not exceed one million (1,000,000) dollars, the declaration must be accompanied by a copy of the page or addendum of the State Income Tax return submitted to the Treasury Department where the gross income and operating expenses are detailed.
13. The Business Volume Declaration must be sworn to before any officer of the Municipal Revenues and Collection Office or other person authorized to take oath under the Commonwealth of Puerto Rico.
14. Taxpayers who fail to submit the Business Volume Declaration shall be penalized within the terms prescribed by law, unless it is proved that such failure is due to reasonable cause and that it is not due to voluntary disregard. FIVE (5%) PERCENT IT WILL ADDED TO THE TOTAL TAX DUE, IF IT IS FILED LESS THAN THIRTY (30) DAYS LATE AND AN ADDITIONAL FIVE (5%) PERCENT WILL BE ADDED FOR EACH PERIOD OR FRACTION OF ADDITIONAL PERIOD OF THIRTY (30) DAYS WHILE THE OMISSION PERSISTS, BUT SHALL NOT EXCEED TWENTY-FIVE (25%) PERCENT TOTAL.
15. Check if the municipality has lower tax rates or full exemption to encourage/incentive establishment of certain the type of businesses in the area.
16. If the main or home office operate in more municipalities or have branches/subsidiary offices, additional to the already listed in the space provided on page three (3) of the Business Volume Declaration, please detail on an additional sheet.
17. The information contained in the Income Tax Return will be considered confidential; and all penalties, violations and restrictions related to the use of this information, as established in the Internal Revenue Code of 1994, as amended, apply to the employees and any person who has access to such information.