

# Business Volume Declaration

Municipality of  
San Juan

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"/>

<b>Schedule 1</b>	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)	_____
<b>Total Tax Due</b> (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

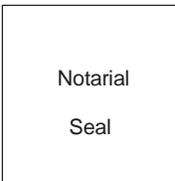
\_\_\_\_\_ Taxpayer's Signature or Authorized Agent

## 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

<b>SCHEDULE 2</b>	Commerce, Industry o Service	Actividad Comercial	<b>Determination of Business Volume</b>		
		Financial Activity	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).....	\$ _____ _____ \$ _____	
<b>SCHEDULE 3</b>	Commercial Banks, Savings and Loans Associations, Mutual or Savings Banks	Total Operations of the Organization	<b>(To Be Completed by Main Branch/Office)</b>		
			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) .....		\$ _____		
<b>SCHEDULE 4</b>	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 1<sup>st</sup> of July and 1<sup>st</sup> 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 three million (3,000,000) 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 three million (3,000,000) 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.