

VOLUME OF BUSINESS DECLARATION

Municipality of:

For Calendar Year _____ or other Taxable Year from _____ of _____ through _____ of _____

Amended Return Final Return

Please complete the following information: See the instructions on page 5 before completing this declaration

Type of License <input type="checkbox"/> Normal <input type="checkbox"/> Exempt % <input type="checkbox"/> Ex officio <input type="checkbox"/> Other:	Fiscal Year	Business Telephone Number	Social Security Number or Employer Identification Number
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Name of Person subject to the Payment of Municipal License Tax	Municipal Identification Number
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Electronic mail (e-mail) of contact person:

Business or Office Physical Address	Zip Code	¿New Address? Yes No
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Type of Industry, Commerce or Service	Type of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Disregarded Entity	Date Business was Established Month: Day: Year:
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Business Postal Address	Zip Code	¿New Address? Yes No
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Main Business or Office Postal Address	Zip Code	¿New Address? Yes No
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Schedule 1	Volume of Business From Schedule 6, Line 27, Page 4)	\$
	Municipal license tax rate set by the Municipal Legislature (From Schedule 6, Line 29, Page 4)	\$
	License tax due (From Schedule 6, Line 29, Page 4)	\$
	Penalty (From Schedule 6, Line 32, Page 4)	\$
	Discount (From Schedule 6, Line 33, Page 4)	\$
	Excess payments from previous years	\$
	Payment made with extension request	\$
	Credit for similar municipal license tax paid outside of Puerto Rico (From Schedule 6, Line 34 Page 4)	\$
	Total balance due (From Schedule 6, Line 35, Page 4).....	\$
	Amount overpaid:	
A. Credit to year	\$	
B. To be refunded (remaining balance).....	\$	

CERTIFICATION

I certify that the volume of business declared herein has been calculated in accordance with the provisions of Act 107-2020, as amended, known as the "Puerto Rico Municipal Code", that the accompanying financial statements are in accordance with the accounting books of this business at _____ of _____ of _____ and copy of the pages or attachments of the Income Tax Return where the gross income and operating expenses are detailed, are a true and exact copy of those filed with the Puerto Rico Treasury Department for tax purpose

I certify that, as a disregarded entity, as defined in Section 1010.01 of Act 1-2011, as amended, known as the "Puerto Rico Internal Revenue Code of 2011", I have submitted a copy of the pages or attachments of the Income Tax Return of the taxpayer who recognized the income of the business for which this municipal license is requested, which are a true and exact copy of those filed with the Puerto Rico Treasury Department. (applies to disregarded entities).

I declare under penalty of perjury that, to the best of my knowledge and belief, the information provided herein is true, correct, and complete.

_____ Date

_____ Signature of the person subject to the payment of the municipal license tax or authorized representative

Schedule 2	Trade, Industry, or Service	Commercial Activity	Determination of Volume of Business		Page 2	
		Financial Activity				
			1. Gross income for the accounting year immediately preceding actual		\$	
			2. Less: Sales returns		\$	
			3. Adjusted Gross Income (Transfer To Schedule 6, Line 27A, Column A, Page 4)		\$	
			4. Interest received or earned on loans granted in Puerto Rico (Transfer to Schedule 6, Line 27B, Column B, Page 4)		\$	
Schedule 3	Commercial banks, savings and loan associations, mutual or savings banks	Total Operations of the Organization	(To be completed by the main office)			
			5. Interests received or earned on loans		\$	
			6. Service Charges		\$	
			7. Rents		\$	
			8. Gross income on the sale of securities		\$	
			9. Gross income on the sale of properties	\$		
			10. Less: Cost of the properties sold	\$		
			11. Adjusted gross income on the sale of the properties		\$	
			12. Other income received		\$	
			13. Gross income for the accounting year immediately preceding actual			\$
			14. Less: Loss on trade of securities (Not to exceed the total profits obtained from them).		\$	

		15. Gross income for the accounting year immediately preceding actual .	\$
		16. Total deposits of the organization in Puerto Rico	\$
		17. Total deposits of the branch(es) in this municipality	\$
Branch(es) and/or main office	18. Ratio of total deposits of the branch(es) to the total deposits of the organization (Divide the amount of line 17 by line 16 and enter the result here)	\$	
	19. Adjusted gross income of the branch(es) or the main office in this municipality (Multiply line 15 by line 18. Transfer the result to Schedule 6, line 27C, Column B, Page 4).	\$	

Schedule 4	Other financial businesses	20. Gross income for the accounting year immediately preceding actual	\$
		21. Less:	
		a) Cost of property sold	\$
		b) Less: Loss on trade of securities (Not to exceed the total profits obtained from them).	\$
		22. Adjusted gross income (Transfer to Schedule 6, Line 27D, Column B, Page 4)	\$

See the instructions on page 5 before completing this declaration

Schedule 5	Gas Stations	Determination of Volume of Business		Page 3
				GASOLINE
		23. Gross profit per gallon calculation		
		23.A Income from the sale of gasoline	\$	
		23.B Gallons of gasoline purchased per certification from the supplier	\$	
		23.C Average selling price per gallon (Divide Line 23.A ÷ 23.B)	\$	
		23.D Acquisition cost per certification from the supplier	\$	
		23.E Average acquisition cost per gallon (Divide Line 23.D ÷ 23.B)	\$	
		23.F Average gross profit per gallon (Subtract Line 23.C - 23.E)	\$	
		24. Total volume of business from the sale of gasoline (Multiply Line 23.B x 23.F)	\$	
25. Plus: Sale of other products and services	\$			
26. Total adjusted gross income (Transfer to Schedule 6, Line 27E Column A, Page 4)	\$			

Schedule 6	Determination of municipal license tax payable:	A	B
	27. Volume of business for the accounting year immediately preceding actual:	Non-Financial Business	Financial Business
	A. From Schedule 2, Line 3, Page 2	\$	
	B. From Schedule 2, Line 4, Page 2		\$
	C. From Schedule 3, Line 19, Page 3		\$
	D. From Schedule 4, Line 22, Page 3		\$
	E. From Schedule 5, Line 26, Page 3	\$	
	28. Add all categories of volume of business for the accounting year immediately preceding actual	\$	\$
	29. Municipal license tax rate set by the Municipal Legislature	\$	\$
	30. License tax due (Multiply Line 28 by Line 29, in columns A and B, and enter the result here).	\$	\$
31. Total balance due before late filing penalty, if applicable (See instructions)		\$	
32. Penalty (Enter here late filing penalty, if applicable. See instructions)		\$	
33. Discount (Enter here the discount for advanced payment, if applicable. See instructions)		\$	
34. Credit for similar municipal license tax paid outside of Puerto Rico		\$	
35. Total balance due (Add Lines 31 and 32 or subtract Line 31 from Line 33, as applicable. Also, subtract Line 34 and enter the result here and in Schedule 1, on the total balance due Line, Page 1)		\$	

If it is a main office or headquarters, enter here the municipalities or jurisdictions outside of Puerto Rico and the volume of business conducted in each of them where it operates or maintains an office, warehouses, manufacturing plants, etc.).

Municipalities or Jurisdictions	Volume of business for services rendered	Municipalities or Jurisdictions	Volume of business for services rendered

See the instructions on page 5 before completing this declaration

General Instructions

1. Every natural or legal person, private, and any group thereof (individual, partnership, corporation and disregarded entity, understood as an entity separate from its owner solely for purposes of calculating the income tax, as provided in Section 1010.01 of Act 1-2011, Puerto Rico Internal Revenue Code) engaged for profit in trade or business in the municipalities of the Government of Puerto Rico to provide any service, in the sale of any goods, in any financial business, or in any other trade or business, except as otherwise provided in the Municipal Code. shall be subject to the payment of the municipal license tax.
2. Every person subject to the payment of municipal license tax, or their authorized agent, must file a Volume of Business Declaration on or before the fifth (5th) business day following the fifteenth (15th) of April of each year or the date established by the Puerto Rico Treasury Department for the filing of the income tax return.
3. The payment of the municipal license tax will be due in semi annual installments on July 1 and January 2 of each year. When the total payment is made at the time of filing the return, a five percent (5%) discount will be granted on the total amount of the municipal license tax to be paid.
4. Exempt from the payment of the municipal license tax, among others, are services, sales, financial businesses, and/or any industry or business when their volume of business does not exceed five thousand dollars (\$5,000).
5. The main office will prepare a Declaration for the Volume of Business carried out in the municipality where it is located, including in that Declaration the operations of branches in the same municipality, if any. Separate declarations will also be prepared for the Volume of Business carried out in other municipalities where the main office has branches, offices, warehouses, etc. All declarations will be submitted to the Director of Finance of the municipality where the main office is located, and a copy of each declaration to the corresponding municipality.
6. The accounting year will be understood as the calendar year or economic year ending within that calendar year. The accounting year will be the same as that used to prepare and file the income tax return. If no return is filed, then the accounting year will be the calendar year.
7. In Line 1, Schedule 2, shall be included the Volume of Business of any service provided, even if there is no established office.
8. "Service" will be understood as those operations carried out by any industry or business providing service to the user or consumer, including, but not limited to, professional services. The term "sale" means those operations carried out by any industry or business consisting of the sale of goods at retail or wholesale.
9. The gross income earned by commercial banks, savings and loan associations, mutual or savings banks subject to the payment of a municipal license tax will be distributed among the branches according to the proportion that all classes of deposits of the branch hold with the total deposits of the Organization of Puerto Rico.
10. Schedule 4, "Other Financial Businesses," will include all industries or businesses consisting of services and transactions of financing companies, investment companies, collection agencies, and any other financial activity carried out by any industry or business.
11. Every Volume of Business Declaration will be required to accompany a copy of the pages or attachments detailing the gross income and operating expenses as submitted to the Puerto Rico Secretary of Treasury for the purposes of the income tax return. For businesses treated as a Disregarded Entity, a copy of the corresponding pages or attachments of the taxpayer who recognized the income of that business will be submitted, and a copy of the Detail to Report the Results of Operations of a Disregarded Entity provided in Section 1010.01 of Act 1-2011, as amended, known as the "Puerto Rico Internal Revenue Code of 2011."
12. Gas stations will be required to accompany the Declaration with a copy of the certification of gallons of gasoline purchased, and the percentage of gross profit under which they operated.
13. Every business required to submit, or that voluntarily presents to the Puerto Rico Secretary of Treasury, financial statements audited by a certified public accountant with a license issued by the Government of Puerto Rico, must submit them along with its volume of business declaration in accordance with Section 1061.15 of Law 1-2011, as amended, known as the "Puerto Rico Internal Revenue Code of 2011." Volume of Business Declaration will be considered as not filed if not accompanied by audited financial statements. For the purposes of the Municipal Code, audited financial statements will be understood as a statement of financial position, a statement of income and expenses, and a statement of cash flows, along with the respective notes to the financial statements.
14. A penalty will be imposed for failing to file this Declaration within the time prescribed by law, unless it is demonstrated that such omission is due to reasonable cause and not due to voluntary neglect. A five percent (5%) penalty will be added to the municipal license tax if the omission is for less than thirty days (30), and an additional five percent (5%) for each additional thirty-day (30) period or fraction thereof while the omission persists, without exceeding twenty-five percent (25%) in total.
15. Check if the municipality has established a lower tax rate or complete exemption for your type of business to encourage its establishment in certain areas.
16. If a main office has more municipalities where it operates or maintains an office, in addition to those already noted in the available spaces on page four (4) of the Volume of Business Declaration, please include details on an additional schedule.
17. The information contained in the income tax return will be considered confidential; and all penalties, violations, and restrictions related to the use of such information, as provided by the Internal Revenue Code of 2011, as amended, will apply to municipal employees and any person who has access to such information.