

City of Philadelphia – MeF Form Instructions 2025

General reminders:

- Due date: April 15, 2026
- If you file through MeF, do NOT submit paper returns.
- If your return results in a refund, do not file a refund petition on the Philadelphia Tax Center or via paper. The Tax Center will automatically create one for you.
- You may file the current year plus two years.
- Taxpayer entity type must match how it is defined on your City account or the return will not process.

Reminders for School Income Tax:

- School Income Tax: when filing for a primary taxpayer and spouse, the account holder needs to be listed as the primary.
- School Income Tax (SIT) accounts now have assigned PHTIN numbers. The City of Philadelphia no longer uses the SSN number as the SIT tax account number. Contact City of Philadelphia 215-686-6600 if you need assistance finding the valid PHTIN number.
- If the PHTIN reported on the return does not exist, Revenue will use the primary SSN to create an account for you.

Reminders for 2025 BIRT & NPT:

NEW! For 2025, all businesses operating in Philadelphia must file a BIRT return, *even if* your business has less than \$100,000 in Philadelphia taxable gross receipts.

NEW! Beginning in 2025, Philadelphia will accept claimed “Loss-Carry-Forwards” for businesses that acquired another entity. Use the new Schedule LCF to record these losses and file on the Philadelphia Tax Center. MeF filing cannot utilize Schedule LCF. The Schedule LCF has separate instructions. Find them at phila.gov/revenue.

FOR BUSINESSES FILING THEIR FIRST BIRT RETURN:

For tax year 2025, businesses that are new or were not required to file a BIRT return in the past three years (2022, 2023, 2024), are not required to make estimated tax payments toward their **2026 return**. Pay the actual tax (Line 3) for 2025 by April 15, 2026.

The second year of filing, taxpayers have the option to pay the estimated payment in full or make four quarterly estimated payments toward the third-year return. For the third year BIRT filing and tax years thereafter, 100% of the estimated payment is due with the current year’s return.

Other reminders

- *Loss Carry Forward Rule change to 20 years:* The new 20-year carryforward period **ONLY** applies to losses incurred in tax year 2022 and beyond. Net losses incurred before 2022 may only be carried over for three tax years.
- Entities with Corporate Partners filing the NPT return should reduce the Net Income reported by the percent attributable to corporate members.
- When reporting Port Related or other activities on BIRT Long Schedule D, Lines 5a through 5c, income must be excluded on either the Schedule A or Schedule B, otherwise Revenue cannot process the return.

When using MeF:

Taxpayers reporting tax credits on a Schedule SC, must be pre-approved for the Special Credits; total credits cannot exceed the total tax due on BIRT return, Page 1 Line 3. Taxpayers must send their KOZ credit workpapers and Pennsylvania approval to Revenue for review before Revenue can post the return. Find more information at phila.gov/revenue.

Taxpayers filing for a Fiscal-year cannot use MeF.

Note: City fiscal year rules differ from the IRS. Taxpayers must file a paper return. See BIRT

Regulations for more information, or email
RevenueTaxAdvisors@phila.gov

Schedule HJ filers cannot use MeF. File the return at **tax-services.phila.gov** for faster processing or find a paper return at phila.gov/revenue.

Verify your account numbers

The Philadelphia Tax ID Number (PHTIN) you report on your forms must match the SSN/EIN on file with Philadelphia. If you have questions, call (215) 686-6600 to confirm the PHTIN associated with your SSN/EIN.

If PHTIN is invalid, Revenue will file the return using the SSN/EIN if it is registered in the City's system. If the SSN/EIN is not found in the City's system, Revenue will use the return to create a new account.

MeF BIRT Returns:

- If your business is 100% inside Philadelphia, use the BIRT-EZ return.
- Returns posting a positive Net Income must include a completed Gross Receipts schedule, otherwise Revenue cannot post the return. The BIRT "Long form" MUST include the Schedule C-1. By completing Schedule D, the system will automatically complete the Schedule C-1. If apportionment is 100%, please use the BIRT-EZ return.
- Schedule D, Gross Receipts exclusions cannot exceed Total Gross Receipts. Therefore, Schedule D Line 8 cannot be a negative number.
- When using Schedule E: Schedule D line 11 cannot exceed line 10. Also, Schedule D line 12 must populate (line 10 – line 11)

MeF NPT Return:

- 60% credit must be calculated (line 12) before the KOZ credit (line 14a)
- KOZ credit (Line 14a) cannot exceed Tax due after 60% credit (Line 13)
- Taxpayers cannot claim *both* "Not Eligible Income Based" and "Eligible Income Base"
- If entering Corporate Partner percentage, reduce Net Income reported by the percentage attributable to corporate members.

Payments / Refunds:

- The submission date must be before the payment date. If the submission date is *prior* to the due date, the payment date can be any day between the submission date and the due date.
- If the submission date is *after* the due date, payment date must be the submission date.
- Payment amount must be greater than or equal to \$1.00.
- E-Check payments must be from a U.S. Bank.
- When filing through MeF, Revenue issues paper refund checks. To request an ACH direct deposit refund, contact **refundunit@phila.gov**.
- If you choose to provide payment information with your return submission, you must provide an email address. If an email address is not provided or is incorrect, notification of a rejected payment cannot be sent. In these cases, the Department will not waive any accrued penalty and interest.
- Note! If the amount on Line 4 is less than the amount on Line 3, Revenue will assess penalty and interest back to the estimate due date of April 15th.

City of Philadelphia MeF Return Rules 2025

School Income Tax (SIT)

- Line 9: Add Lines 1 through Line 8
- Line 11: Subtract Line 10 from Line 9
- Line 12: Multiply Line 11 x .037400
- Line 14: If Line 12 is greater than Line 13 enter difference
- If Line 12 is less than Line 13 enter difference on either 15A or 15B

Net Profits Tax (NPT):

- Line 2: Multiply Line 1 x .037400
- Line 4: Multiply Line 3 x .01500
- Line 5: Add Line 2 plus Line 4
- Line 7: Multiply Line 6 x .034300
- Line 9: Multiply Line 8 x .01500
- Line 10: Add Line 7 plus Line 9
- Line 11: Add Line 5 plus Line 10
- Line 12: 60% BIRT credit from Page 3, worksheet K Line 4 or worksheet D, on Line 8
- Line 13: Subtract Line 12 from Line 11
- Line 14a: KOZ Credits, refer to KOZ worksheets on-line
- Line 14b: Estimated payment / credits Page 3, Worksheet E, Line 4
- Line 14c: Add Line 14a plus Line 14b
- Line 15: Subtract Line 14c from Line 13
- Line 18: If Line 14c is greater than Line 13, enter the difference
- Line 19: Enter 50% Page 2, Worksheet C
- Line 20: Subtract Line 19 from Line 18

The remainder of this page is intentionally blank.

Business Income & Receipts (BIRT) - Long Form (BIRT), Page 1

- Line 1: Schedule B Line 13, or Schedule A Line 13
- Line 2: Schedule D Line 13
- Line 3: Add Line 1 plus Line 2
- Line 4: Schedule SC Line 9 (cannot exceed amount on Page 1, Line 3)
- Line 5: Add Line 3 plus Line 4
- Line 6: Repeat Line 5, UNLESS New Business. See Reminders section in this document
- Line 7: Add Line 5 plus Line 6
- Line 9: Subtract Line 8 from Line 7 (If Line 8 greater than Line 7, enter "0")
- Line 11: Add Line 9 plus Line 10
- Line 12a: Refunded – DO NOT file a separate Refund Petition

BIRT Schedule A:

NOTE: Use either Schedule A **or** Schedule B, not both. Taxpayers must use the method selected on the taxpayer's first return. Otherwise, Revenue cannot process the return.

- Line 5: Subtract Lines 2, 3, and 4 from Line 1
- Line 7: Subtract Line 6 from Line 5
- Line 8: Line 3 from Schedule C-1
- Line 9: Multiply Line 7 x Line 8
- Line 11: Add Line 9 plus Line 10
- Line 14: Subtract Lines 12 and 13 from Line 11
- Line 15: Multiply Line 14 x .0571
- Line 15 Enter on Page 1 Line 1

BIRT Schedule B:

NOTE: Use either Schedule A **or** Schedule B, not both. Taxpayers must use the method selected on the taxpayer's first return. Otherwise, Revenue cannot process the return.

- Line 2f: Subtract Lines 2a through 2e from Line 1
- Line 2i: Divide Line g by line h
- Line 2j: Multiply Line f x Line i
- Line 3: Subtract Line 2j from Line 2f
- Line 5: Subtract Line 4 from Line 3
- Line 6: Schedule C-1 Line 3
- Line 7: Multiply Line 5 x Line 6
- Line 9: Add Line 7 plus Line 8
- Line 12: Subtract Lines 10 and 11 from Line 9
- Line 13: Multiply Line 12 x .0571
- Line 13 Enter on Page 1 Line 1

BIRT Schedule C-1:

- Line 1: Schedule D Line 8
- Line 2: Schedule D Line 6
- Line 3: Divide Line 1 by Line 2
- Line 3 to be entered on Schedule A Line 8 OR Schedule B Line 6
- If Line 3 equals 100% Use BIRT EZ return



BIRT Schedule D:

- Line 4: Total of Line 1 through Line 3
- Line 6: Subtract Lines 5a through 5c from Line 4
- Line 8: Subtract Lines 7a through 7d from Line 6
- Line 10: Subtract Line 9 from Line 8
- Line 11: Schedule E Line 1, 5 or 10 (Alternate Method only)
- Line 12: Subtract Line 11 from Line 10
- Line 13: Multiply Line 10 x .001410
- Line 14: Schedule E Line 15 (Alternate Method only)
- Line 15: Add Line 13 plus Line 14
- Line 15 to be entered on Page 1, Line 2

BIRT Schedule E: Alternate Method

Manufacturer:

- Line 1: Schedule D Line 11
- Line 3: Subtract Line 2 from Line 1
- Line 4: Multiply Line 3 x .0234, if loss put zero

Wholesalers:

- Line 5: Schedule D Line 11
- Line 7: Add Line 6a plus Line 6b
- Line 8: Subtract Line 7 from Line 5
- Line 9: Multiply Line 8 x .0329, if loss put zero

Retailers:

- Line 10: Schedule D Line 11
- Line 12: Add Line 11a plus Line 11b
- Line 13: Subtract Line 12 from Line 10
- Line 14: Multiply Line 13 x .0078, if loss enter zero
- Line 15: Add Line 4 plus Line 9 plus Line 14
- Line 15: to be entered on Schedule D Line 14

BIRT Schedule SC

NOTE: Revenue must pre-approve any business tax credits the taxpayer may claim them on the BIRT return.

Taxpayers claiming KOZ tax credits must provide completed KOZ workpapers and Pennsylvania approval letter. See rules section for more information.

- Line 9: Add Line 1 through Line 8
- Line 9: to be entered on Page 1 Line 4 but cannot exceed amount on Page 1 Line 3 total tax due

Business Income & Receipts (BIRT) EZ-Form, Page 1

- Line 1: from Page 2, Line 6
- Line 2: from Page 2, Line 11
- Line 3: Add Line 1 plus Line 2
- Line 4: Credit from SC Schedule; cannot exceed Line 3
- Line 5: Subtract Line 4 from Line 3
- Line 6: Repeat Line 5, UNLESS New Business. See rules section above in this document
- Line 7: Add Line 5 plus Line 6
- Line 9: Subtract Line 8 from Line 7
- Line 11: Add Line 9 plus Line 10
- If Line 8 is greater than Line 7, enter on 10a or 10b or 10c

BIRT EZ-Form, Page 2:

- Line 3: Worksheet S-EZ Line S5
- Line 5: Subtract Line 3 and Line 4 from Line 1 OR Line 2
- Line 6: Multiply Line 5 x .0571
- If Line 6 is a loss, enter zero here and Page 1, Line 1
- Line 8: Add lines 7a through 7i
- Line 9: Enter the Lower of Line 8 or \$100,000
- Line 10: Subtract Line 9 from Line 8
- Line 11: Multiply Line 10 x .001410
- Line 11: Enter here and on Page 1, Line 2