## Alcoholic Beverage Tax - Coupon Instructions

**Step 1**
Complete coupon information by inserting the establishment’s **Account Number; Date Due (25th of month); and the Filing Period (Month, Year) for this specific payment.** If this is a **NEW** account or a **CHANGE OF ADDRESS**, please call 1-877-893-7465 **BEFORE** submitting payment.

**Step 2**
Complete the establishment’s Name, Address and City, State, Zip on the coupon.

**Step 3**
Enter the Total Gross Sales on Line 1 received from food, alcoholic beverages, non-alcoholic beverages, and merchandise before taxes.

**Step 4**
Enter the Total Excludable Sales on Line 2 received from food, non-alcoholic beverages, and merchandise before taxes.

**Step 5**
Subtract Line 2 from Line 1 and enter on Line 3. This is the Alcoholic Beverage Amount that is subject to the Tax.

**Step 6**
Multiply amount entered on Line 3 by 7% (.07) and enter on Line 4.

**Step 7**
If you have a Balance Forward (past amount due) or need to confirm a Balance Forward, please call 1-877-893-7465 to obtain the correct dollar amount.

**Step 8**
Add Lines 4 and 5 and enter on Line 6. **This is the amount of Tax Due.** If there is no tax due for the period, a coupon **must** be filed. Enter “No Tax Due” on Line 6.

**Step 9**
Sign the coupon, print name, and enter telephone number.

**Step 10**
Make check payable to **John K. Weinstein**, Allegheny County Treasurer. **Do not send cash.** Detach coupon and mail with payment to Allegheny County Treasurer, Special Tax Division—Room 217, 436 Grant Street, Pittsburgh, PA 15219.

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**Account Number**

**Date Due**

**AlLEGHENY COUNTY MONTHLY ALCOHOLIC BEVERAGE TAX COUPON**

| Line 1: Total Gross Sales | $ |
| Line 2: Less Excludable Sales | $ |
| Line 3: Taxable Sales (Line 1 \- Line 2) | $ |
| Line 4: Tax Due (Line 3 \* .07) | $ |
| Line 5: Balance Forward | $ |
| Line 6: Total Payment Due (Lines 4 & 5) | $ |

Name

Address

City, State, Zip

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

Signature

Print Name

TelephoneNumber

John K. Weinstein
Allegheny County Treasurer
Special Tax Division

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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 JOHN K. WEINSTEIN, ALLEGHENY COUNTY TREASURER.