

# Instructions for RCT-113 A


## Gross Receipts Tax (GRT) Report - Transportation Company (Other Than Motor Vehicle)

RCT-113 A IN 07-17

### GENERAL INFORMATION

#### REMINDER

- All payments of \$1,000 or more must be made electronically or by certified or cashier's check remitted in person or by express mail courier.
- Use only whole dollars when preparing tax reports.
- Taxpayers may request a 60-day extension to file this report by filing REV-426.

 **NOTE:** The automatic PA extension provided by Act 52 of 2013 to those with valid federal extensions DOES NOT apply to this tax.

- The penalty imposed for failure to file timely reports is now a minimum of \$500, regardless of the determined tax liability, plus an additional 1 percent of any determined tax liability over \$25,000.
- RCT-113A is available as a fill-in form on the department's website at **www.revenue.pa.gov**. Use ONLY the most current, non-year-specific tax form and instructions for filing ALL years. **If an amended report must be filed, taxpayers must use the most current, non-year-specific tax form, completing all sections of the form. REV-1175, Schedule AR (explanation for amending), must be included when filing an amended report.**
- One estimated payment coupon, REV-423, and one extension

coupon, REV-426, will be used for all specialty taxes. The coupons and the tax report will no longer be mailed. These forms are available as fill-in documents on the department's website at **www.revenue.pa.gov**. REV-423 and REV-426 coupons can be filed electronically through e-TIDES at **www.etides.state.pa.us**. However, electronic filing of the tax report is not available. The report should be completed using the computer-based fill-in form, printed and submitted by mail to the department. The form can be saved electronically for your records.

**Annual Report Checklist:** Make sure you include the following to file your annual report properly and completely:

- Negative amounts must be written using a minus sign preceding the number. Do not use parentheses.
- Complete RCT-113A, Gross Receipts Tax Report – Transportation Company
- Copy of the federal income tax return as filed, or a pro-forma return if a report is not required to be filed with the IRS
- Monthly schedule of receipts if the taxpayer is a fiscal filer for federal purposes (this schedule must cover the two fiscal periods which include the 12 calendar months reflected on this report)
- Detail of reconciliation if total receipts do not equal the amount reported on the federal return

- Detail of any equipment rental income
- Detail of other sources of gross receipts
- Detail of adjustments for PA bad debts
- Detail of PA non-taxable receipts
- Corporate officer's signature on Page 1 and preparer's signature and PTIN on Page 2 (if applicable)

#### Imposition, Base and Rate

Gross receipts tax is imposed on transportation companies that do business in Pennsylvania. The tax applies to gross receipts received for transportation of passengers, baggage, freight and oil wholly within Pennsylvania. The following transportation companies no longer have a filing requirement: railroads, repealed in 1995, motor vehicle for hire, repealed in 1998, and natural gas, repealed in 2000. No exemptions from tax exist for transportation companies; however, the transportation of U.S. mail is tax-exempt. Both lessors and lessees are subject to tax. If the works are operated by another company, the tax is apportioned with respect to the lease or agreement.

The tax rate for transportation companies includes the Public Utility Realty Tax Act (PURTA) surcharge. For more information, see Section 1101 of the Tax Reform Code of 1971 (72 P.S. § 8101).

#### THE TAX RATES ARE AS FOLLOWS:

Tax Period	Rate	Surtax	PURTA Surcharge	Total Tax Rate:
12/31/2018	45 mills	5 mills	0.0 mills	50.0 mills (0.0500)
12/31/2017	45 mills	5 mills	0.0 mills	50.0 mills (0.0500)
12/31/2016	45 mills	5 mills	0.0 mills	50.0 mills (0.0500)
12/31/2015	45 mills	5 mills	0.0 mills	50.0 mills (0.0500)
12/31/2014	45 mills	5 mills	0.0 mills	50.0 mills (0.0500)

**Revenue ID, Federal Employer Identification Number (FEIN), Parent Corporation FEIN, Name and Address**

The Revenue ID number, FEIN, name and complete mailing address must be provided. If the taxpayer is a subsidiary of a corporation, the parent corporation's FEIN must be provided. Also provide the telephone number and email address of the taxpayer.

**Tax Year**

Enter month, day and year (MMDD YYYY) for the tax year beginning and enter year (YY) for the tax year end.

**Report Due Date**

This report is due March 15 for the preceding year ended Dec. 31. If March 15 falls on a Saturday, Sunday or holiday, the report is due the next business day. The penalty imposed for failure to file timely reports is now a minimum of \$500, regardless of the determined tax liability, plus an additional 1 percent of any determined tax liability over \$25,000.

**Address Change**

Enter "Y" in the block on Page 1 if the address of the corporation has changed from prior tax periods. The current mailing address should be reflected on the report.

**Correspondence to Preparer**

Enter "Y" in the block on Page 1 if all correspondence (notices and requests for additional information) is to be sent to the preparer's address. If "Y" is entered, the address recorded on Page 2 will be used.

**Amended Report**

Enter "Y" in the block on Page 1 if you are filing an amended report to add, delete or adjust information. Provide documentation to support all changes being made. An amended report should only be filed if an original report was filed previously for the same period.

An amended report must be filed within three years of the filed date of the original report. The department may adjust the tax originally reported based on information from the amended report. The taxpayer must consent to extend the assessment period. If the amended report is timely filed and the

taxpayer consented to extend the assessment period, the time period in which to assess tax will be the greater of three years from the filed date of the original report or one year from the filed date of the amended report.

Regardless of the tax year being amended, taxpayers must use the most current non-year-specific tax form, completing all sections of the report. This includes those sections originally filed and those sections being amended. All tax liabilities should be recorded on Page 1. Taxpayers must check the Amended Report check box on Page 1 and include Schedule AR, REV-1175, with the report.

**First Report**

Enter "Y" in the block on Page 1 if this is the taxpayer's first PA gross receipts tax filing.

**Electronic Payment**

Enter "Y" in the block on Page 1 if the taxpayer has made any electronic payments using e-TIDES.

**Final Report**

- Enter "Y" in the block on Page 1 if this report will be the final report filed with the department. Indicate the effective date of the event as MMDDYYYY.
- Include a copy of the regulatory authority's approval of the merger, dissolution, plan of reorganization and/or articles of merger.
- Provide the Revenue ID and FEIN of the surviving entity, if applicable.

**Corporate Officer Information**

A corporate officer must sign and date the tax report. The signature must be original; photocopies or faxes will not be accepted. Print the first and last name, title, Social Security number, telephone number and email address of the corporate officer.

**Preparer's Information**

Paid preparers must sign and date the tax report. If the preparer works for a firm, provide the name, FEIN and address of the firm along with the name, telephone number, email address and PTIN/SSN of the individual preparing the report. If the preparer is an individual without any association to a

firm, provide the name, address, telephone number, email address and PTIN/SSN of the individual preparing the report.

**Estimated Payment Instructions**

All accounts are expected to remit estimated prepayments toward the final liability a corporation estimates is due for the taxable year. Prepayment for gross receipts tax is due March 15 of the reported year. Tax remaining due at the close of the taxable year must be paid on or before March 15 of the following year.

Mail the estimated payment coupon, REV-423, separately from all other forms.

If you have questions regarding estimated payments, call the Accounting Division at 717-705-6225 (Option 5, then Option 1 or 3).

**Extension Request Due Date**

To request a due date extension of up to 60 days to file the annual report, you must file the extension request, REV-426, by the original report due date. However, an extension of time to file does not extend the deadline for payment of tax, and an extension request must be accompanied by payment of taxes owed for the taxable year for which the extension is requested. Mail the extension coupon separately from all other forms. A taxpayer using an electronic method to make a payment with an extension request should not submit the extension coupon. Do not use the extension coupon to remit other unpaid liabilities within the account.

**Payment and Mailing Information**

All payments of \$1,000 or more must be made electronically or by certified or cashier's check remitted in person or by express mail courier. Failure to make a payment by an approved method will result in the imposition of a 3 percent penalty of the tax due, up to \$500. For more information on electronic payment options, visit [www.etides.state.pa.us](http://www.etides.state.pa.us). Payments under \$1,000 may be remitted by mail, made payable to the PA Department of Revenue.

Mail payments, extension requests and Tax Report, RCT-113A, to the following address:

PA DEPARTMENT OF REVENUE  
327 WALNUT ST FL 3  
PO BOX 280407  
HARRISBURG PA 17128-2005

### Current Period Overpayment

If an overpayment exists on Page 1 of the RCT-113A, the taxpayer must instruct the department to refund or transfer overpayment as indicated below.

**Refund:** Identify the amount to refund from the current tax period overpayment. Prior to any refund, the department will offset current period liabilities and other unpaid liabilities within the account.

**Transfer:** Identify the amount to transfer from the current tax period overpayment to the next tax period for estimated tax purposes. Prior to any transfer, the department will offset current period liabilities and other unpaid liabilities within the account.



**NOTE:** If no option is selected, the department will automatically transfer any overpayment to the next tax year for estimated tax purposes after offsetting current period liabilities and other unpaid liabilities within the account.

A tax period overpayment summary will be mailed to the taxpayer confirming the disposition of the credit.

### Requests for Refund or Transfer of Available Credit

Requests for refund or transfer of available credit from prior periods can be faxed on company letterhead, signed by an authorized representative, to 717-705-6227.

Requests can also be submitted in writing to the following address:

PA DEPARTMENT OF REVENUE  
PO BOX 280701  
HARRISBURG PA 17128-0701

Please do not duplicate requests for refund and/or transfer by submitting both RCT-113A and written correspondence.

### CONTACT INFORMATION

- To make electronic payments and file extensions electronically, visit e-TIDES at [www.etides.state.pa.us](http://www.etides.state.pa.us). For additional information and assistance with electronic payments

and extensions call 717-705-6225 (Option 6).

- To confirm account payments, call 1-888-PATAxes (1-888-728-2937).
- If you have questions regarding payments or refunds, call the Accounting Division at 717-705-6225 (Option 5, then Option 1).
- Requests for transfer of credit may be faxed to the Accounting Division at 717-705-6227.
- If you have questions regarding extensions, call the Extension Unit at 717-705-6225 (Option 4). Requests can be faxed to 717-705-6227.
- If you have questions regarding tax assessments, determinations or filing requirements, call the Specialty Tax Unit at 717-783-6031 (Option 7, then Option 2).
- If you have general business tax questions, call 717-787-1064.

### LINE INSTRUCTIONS

#### RCT-113A should be completed in the following order:

(Page instructions start with Page 3 below.)

**Step 1** - Complete the taxpayer information and any applicable questions at the top of Page 1.

**Step 2** - Enter the Revenue ID and other taxpayer information in the designated fields at the top of each page.

**Step 3** - Complete Page 3, Source of Gross Receipts (total, non-PA, bad debt adjustment and PA non-taxable).

**Step 4** - Complete Page 2, Source of PA Taxable Gross Receipts.

**Step 5** - Complete Page 1, Lines 1 through 10.

**Step 6** - Complete the corporate officer information section, sign and date at the bottom of Page 1.

**Step 7** - Complete the preparer information section, sign and date at the bottom of Page 2, if applicable.

**Step 8** - Mail the completed report and any supporting schedules to the PA Department of Revenue.

## PAGE 3

### SOURCE OF GROSS RECEIPTS

#### Column A

#### Total Gross Receipts

#### Line 1a through Line 9

Enter the total gross receipts on the appropriate line.

#### Line 10 - Total

Enter the total of Lines 1a through 9. Carry the total from Line 10 to Page 2, Line 14.

#### Column B

### Business Conducted in Other States

#### Line 1c through Line 9

Enter the gross receipts from business conducted totally outside Pennsylvania on the appropriate line.

#### Line 10 - Total

Enter the total of Lines 1c through 9. Carry the total from Line 10 to Page 2, Line 15.

#### Column C

### Adjustments for PA Bad Debts

For taxpayers using the Accrual Method of Accounting ONLY

#### Line 1a through Line 9

Enter the gross receipts adjustment for PA bad debts on the appropriate line. Detail of all adjustments must be provided including amount, location of customer and the tax period for which the receipt was originally reported. Adjustment for PA bad debts cannot reduce taxable receipts to less than zero.

#### Line 10 - Total

Enter the total of Lines 1a, 1b and 2 through 9.

#### Column D

### PA Non-taxable Receipts

#### Lines 1a through Line 9

Enter the PA non-taxable receipts on the appropriate line. Detail of all non-taxable receipts must be provided.

#### Line 10 - Total

Enter the total of Lines 1a through 9. Carry the sum of Line 10, Columns C and D to Page 2, Line 16.

**SOURCE OF PA TAXABLE GROSS RECEIPTS**

**Line 1a - Points Within the State to Points Within the State**

Enter the total receipts derived from trips wholly within Pennsylvania.

**Line 3 - Equipment Rental Income**

Enter the total receipts derived from leasing or renting equipment. A detailed schedule must be provided.

**Line 9 - Other Sources**

Enter the receipts from any other sources. A detailed schedule must be provided.

**Line 10 - Total PA Taxable Receipt**

Enter the total of Lines 1a, 3 and 9.

**Line 11 - Tax**

Multiply Line 10 by the appropriate tax rate from the table on Page 1 of the information section. Carry the tax to RCT-113A, Page 1, Line 1.

**Line 12a - Type of Entity**

Enter the letter associated with the type of entity. (A=Pipeline, B=Conduit, C=Steamboat, D=Canal, E=Slack Water Navigation, F=Transportation, G=Other)

**Line 12b - If G, List Other**

If the letter G was entered on Line 12a, indicate the type of entity.

**Line 13a - Federal Return Filed**

Enter the letter associated with the type of federal return that is filed with the IRS. (A=1120, B=1065, C=Schedule C, D=Other)

**Line 13b - If D, List Other**

If the letter D was entered on Line 12a, indicate the type of report that is filed.

**Line 14 - Total Gross Receipts**

Enter the total as reported on Page 3, Column A, Line 10.

**Line 15 - Gross Receipts From Other States**

Enter the total as reported on Page 3, Column B, Line 10.

**Line 16 - Adjustments**

Enter the total as reported on Page 3, Columns C and D, Line 10.