



E-COLLECT

804 FAYETTE STREET

CONSHOHOCKEN, PA 19428

Tax forms and other information available at

[www.ecollectplus.com](http://www.ecollectplus.com)

Phone 866-225-0033

**BUSINESS & MERCANTILE LICENSE**

**DUE DATE: 1/31/26**

**Submission of this form and payment of the fee is solely for Business Privilege and/or Mercantile Tax License purposes and does not authorize a business to operate. You may be required to obtain additional approvals from the Department of Licenses and Inspections, including but not limited to: Contractor licenses, Rental licenses, Use and Occupancy permits, Building, zoning, fire, or health approvals**

1. LEGAL BUSINESS NAME : \_\_\_\_\_  
(Enter any additional name(s) under which business is conducted): \_\_\_\_\_
2. COMPLETE ADDRESS OF ACTUAL BUSINESS LOCATION IN UPPER DARBY TOWNSHIP (No PO Boxes, if none, write NONE):  
\_\_\_\_\_
3. EIN / SSN: \_\_\_\_\_ 4. EMAIL: \_\_\_\_\_
4. MAILING ADDRESS (If different than above):  
\_\_\_\_\_
5. PHONE NUMBERS: Local office (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_
6. DESCRIPTION OF BUSINESS ACTIVITY: \_\_\_\_\_  
PLEASE CIRCLE AND/OR CONFIRM BUSINESS ACTIVITY BELOW:  
Retail / Mercantile (e.g., gas stations, convenience stores, smoke/vape shops, grocery, etc.) \_\_\_\_\_  
Food & Beverage (restaurants, take-out, bars, catering, etc.) \_\_\_\_\_  
Professional Services (legal, accounting, engineering, medical, consulting, real estate/property management) \_\_\_\_\_  
Contractor / Trade Services (general contracting, plumbing, electrical, HVAC, roofing, fire protection, etc.) \_\_\_\_\_  
Rental Property Operations (single-family, multi-unit, mixed-use, commercial rental) \_\_\_\_\_  
Other business types (manufacturing, warehouse, daycare, non-profit, institutional, \_\_\_\_\_)
7. BUSINESS STRUCTURE ( ) Sole Proprietorship ( ) Partnership ( ) C Corp ( ) S Corp ( ) LLC ( ) Non-Profit ( ) Other "please specify" \_\_\_\_\_
8. BUSINESS START DATE UPPER DARBY TWP.: \_\_\_\_\_ 10. # OF EMPLOYEES IN UPPER DARBY TWP: \_\_\_\_\_
9. NUMBER OF EMPLOYEES AT THIS LOCATION: (Including self-employed, partners and owners) \_\_\_\_\_
10. DO YOU RENT THE OFFICE SPACE YOU OCCUPY? ( ) Yes ( ) No If YES, give name and address of landlord or rental agent \_\_\_\_\_
11. DO YOU OWN ANY PROPERTY IN UPPER DARBY TOWNSHIP FOR WHICH YOU RECEIVE RENTAL INCOME? ( ) Yes ( ) No If YES, give name of rental agent (if applicable) \_\_\_\_\_

**\*\*All businesses in Upper Darby Township are required to register with E-Collect. A License Fee of \$50.00 must accompany this License Form\*\***

**TOTAL AMOUNT DUE WITH APPLICATION: DUE 1/31/26** \$ 50.00  
**Additional Locations: Add \$50.00 Per Locations =** \_\_\_\_\_ \$ \_\_\_\_\_

*Enclose check made payable to "E-COLLECT" -804 FAYETTE STREET, CONSHOHOCKEN, PA 19428*

**Print Name (Owner or Authorized Person):** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature (Owner or Authorized Person):** \_\_\_\_\_ **Title** \_\_\_\_\_