

**MONTGOMERY TOWNSHIP
LOCAL SERVICE TAX INSTRUCTIONS & RETURN FORM**

The Local Service Tax is levied on all business owners, self-employed individuals and employees working within Montgomery Township and the Purchase Line School District. Purchase Line School District is charged with the administration and enforcement of this tax.

WHO IS TAXABLE:

- ◆ All owner/operators, self-employed individuals and employees **who receive earnings of at least \$2,000** from income; salary, wages, commissions and fees.
- ◆ Occupation(s) shall mean any trade, profession, business or undertaking of any kind, type or character, including services, domestic or other, located within the taxing district shown above.

ALL EMPLOYERS AND BUSINESS OWNERS ARE RESPONSIBLE FOR COLLECTING AND SUBMITTING THE LOCAL SERVICE TAX TO THE TAX COLLECTOR.

- ◆ *The Local Service Tax is a payroll deduction tax of \$10 which must be paid ONCE PER YEAR.*
- ◆ Individuals having more than one employer during the tax year should have the Local Service Tax deducted by one employer only.

DEADLINES FOR FILING THE TAX

- ◆ Tax returns are due on April 30th for anyone earning \$2,000 in the first quarter of the year. If the \$2,000 income level is reached after March 31st, the tax should be submitted according to the following deadlines: Second Quarter - July 31st; Third Quarter - October 31st and Fourth Quarter - January 31st.
- ◆ If you need additional forms, please contact the Montgomery Township Tax Office at 814-743-5236.

Please complete and return the bottom portion of this form along with your tax payment by the deadline date. A self-addressed stamped envelope should be included if a paid receipt is required.

**Checks should be made payable to:
Patricia Goodlin, Montgomery Township Tax Collector
495 Hileman Road, Cherry Tree, PA 15724**

Local Service Tax Return

Please list below or attach a list showing the name and address of each person you are paying the tax for. If you feel you are no longer responsible for paying this tax, please list the reason and return to the tax collector so you can be removed from the mailing list. _____

Please make any necessary address changes below.

- 1. Number of Individuals Reported _____
- 2. Tax Withheld (Line 1 x \$10) _____
- 3. Total Remitted _____

QUARTER 1st 2nd 3rd 4th
LST TAX YEAR _____