

<b>LST</b>	<b>LOCAL SERVICES TAX RETURN</b>	Return This Section To Tax Office With Payment, Complete In Full	Retain This Stub For Your Records
Make Checks	<b>SUSAN L. MITCHELL</b>	<b>TAX COMPUTATION</b>	
Payable To:	<b>Tax Collector</b>	<b>LST - TAX COMPUTATION - 20__</b>	
	<b>301 E. Mahoning Street, Suite 3</b>	1. No. of Employers (or self-employed)	1. No. of Employers (or self-employed)
	<b>Punxsutawney, PA 15767</b>	2. No. of Employees	2. No. of Employees
	<b>October 1 thru December 31 - DUE January 31</b>	Total of 1 & 2 x \$1.00 per week employed.	Total of 1 & 2 x \$1.00 per week employed.
Year: <b>20__</b>	Tax Rate: <b>\$52.00 (\$1.00 per week)</b>	<b>Total Amount Enclosed</b>	<b>Total Amount Enclosed</b>
Employer's Name & Address		Receipt No:	Receipt No:
		Check	Cash
I declare under penalty of law that the information herein contained is true and correct. Signature <b>X</b> _____		Check	Cash
Phone _____ Date _____		Validation For Office Use Only	

## INSTRUCTIONS

**USE FORMS PROVIDED TO ENSURE PROPER CREDIT!**

**VERY IMPORTANT!**

**YOU MUST SUBMIT A LIST - ON 8 1/2 X 11 PAPER - OF EMPLOYEES FOR WHOM TAX IS BEING WITHHELD.**

**PAYMENT WILL BE RETURNED UNLESS SUBMITTED WITH FORM AND LIST OF EMPLOYEES!**

**In box number 1 & 2 put number of employers (or self-employed) and number of employees in the quarter.**

**Pay tax as \$1.00 per week per employer or employee.**

**Tax is due quarterly along with a completed LST tax return.**

**FOR EACH EMPLOYEE: LIST EMPLOYEE NAME, WEEKS WORKED AND TAX WITHHELD.**

**Remember to fill in EMPLOYER'S NAME AND ADDRESS on front of return.**

**Send a self-addressed stamped envelope for a receipt.**

## ATTENTION

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE BOROUGH OF PUNXSUTAWNEY**

**(814) 938-4480**