

LOCAL SERVICES TAX – EXEMPTION CERTIFICATE

Tax Year _____

APPLICATION FOR EXEMPTION FROM LOCAL SERVICES TAX

- A copy of this application for exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to your employer AND to the political subdivision levying the Local Services Tax for the municipality or school district in which you are primarily employed.
- This application for exemption from the Local Services Tax must be signed and dated.
- **No exemption will be approved until proper documentation has been received.**

Name: _____ Soc Sec #: _____
Address: _____ Phone #: _____
City/State: _____ Zip: _____

REASON FOR EXEMPTION

1. _____ MULTIPLE EMPLOYERS: Attach a copy of a current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax withheld. List all employers on the reverse side of this form. **You must notify your other employers of a change in principal place of employment within two weeks of the change.**

2. _____ EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN _____ (municipality or school district) WILL BE LESS THAN \$ _____: Attach copies of your last pay statements or your W-2 for the year prior.

If you are self-employed, please attach a copy of your PA Schedule C, F, or RK-1 for the prior year.

3. _____ ACTIVE DUTY MILITARY EXEMPTION: Please attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. You are required to advise the tax office when you are discharged from active duty status.

4. _____ MILITARY DISABILITY EXEMPTION: Please attach copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

EMPLOYER: Once you receive this Exemption Certificate, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the tax collector to withhold the tax.

Tax Office: _____
Address: _____ Phone #: _____
City/State: _____ Zip: _____

IMPORTANT NOTE TO EMPLOYERS

1. The municipality is required by law to exempt from the LST employees whose earned income from all sources (employers and self-employment) in their municipality is less than \$12,000 when the combined rate exceeds \$10.00.
2. The school district for the municipality in which your worksite(s) is located may or may not levy an LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from \$0 to \$11,999.
3. Contact the tax office where your business worksites are located to obtain this information.

Employment Information: List all places of employment for the applicable tax year. Please list your **PRIMARY EMPLOYER** under #1 below and your secondary employers under the other columns. If self employed, write **SELF** under Employer Name column.

1. PRIMARY EMPLOYER 2.

3.

Employer Name			
Address			
Address 2			
City, State Zip			
Municipality			
Phone			
Start Date			
End Date			
Status (FT or PT)			
Gross Earnings			

4.

5.

6.

Employer Name			
Address			
Address 2			
City, State Zip			
Municipality			
Phone			
Start Date			
End Date			
Status (FT or PT)			
Gross Earnings			

PLEASE NOTE:

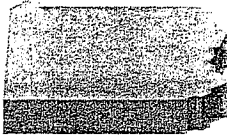
All information received by the Tax Collector is considered to be **CONFIDENTIAL** and is only used for official purposes relating to the collection, administration and enforcement of the **LOCAL SERVICES TAX**.

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION STATED ON AND ATTACHED TO THIS FORM IS TRUE AND CORRECT:

SIGNATURE: _____ **DATE:** _____

IMPORTANT TAX NOTICE
FOR EMPLOYERS WITH PENNSYLVANIA LOCATIONS

There are MAJOR CHANGES to EMST in 2008



It was **OPT...** flat amount of \$10.00

Then came **EMST...** flat amount up to \$52.00

It's changing to **LST...** up to \$1.00 / week with a maximum of \$52.00/year

The LST deduction is prorated over the # of pay periods in the year.

EMST – EMERGENCY AND MUNICIPAL SERVICE TAX
will become

LST – LOCAL SERVICES TAX effective January 1, 2008

What was formerly a one-time deduction once a year...

will be prorated over the pay periods in the year.

EXAMPLE: If the LST is \$52.00, the deduction will be \$1.00/week

\$1.00/pay for weekly payrolls

\$2.00/pay for bi-weekly payrolls

\$2.16/pay for semi-monthly payrolls

\$4.33/pay for monthly payrolls

Employees earning less than \$12,000 / year can file an up-front exemption and are not subject to the LST

- ◆ Exemptions are also available for employees who have more than 1 job, active duty military or military disability.
- ◆ Employees must file the exemption certificate every year with both the employer and local taxing jurisdiction where the employee works.
- ◆ Employers must provide the exemption form to all new employees and make it available to all employees.

The EXEMPTION CERTIFICATE and a link to FAQ's are available at –

www.adcomputer.com/customer under "A D Computer Forms" and "News"

The changes sound simple but tracking payments, exemptions and filing the new Quarterly LST returns can be complicated.

If an employee with a low earnings exemption earns \$12,000, the employer must calculate the required 'catch-up' deduction amount for the current year based on the number of pays the employee has been paid but the deduction was not taken due to this exemption. This 'catch-up' amount must be added to the normal LST amount and deducted from the employee's next pay. The LST deduction must continue at the required rate for the balance of the year. The 'catch-up' amount is not simply a year-to-date calculation.

EXAMPLE: John Doe started work on April 21st and filed an exemption certificate. His employer pays weekly. He exceeds \$ 12,000.00 in earnings on November 14th. John's employer must now deduct \$ 31.00 (\$30 catch-up + \$1) to catch up the LST deduction for the year and deduct \$1.00/ week thereafter. The employer is not responsible to deduct the LST for the period January 1st – April 20th since John Doe was not working for him.

A D Computer WILL AUTOMATICALLY DO THIS FOR YOU!

We will calculate the proper catch-up amount, deduct it from the employee's check, and complete the deduction for the year.