

# Shippingport Borough

# LOCAL SERVICES TAX

# TAXPAYER COPY

The Local Services Tax is a local tax due from all individuals who are employed within jurisdictional limits of the Shippingport Borough. All Federal Employees and all Self-Reporting individuals who perform services of any kind or engage in any occupation or professions within the stated Borough, are required to pay a Local Services Tax.

Please complete and return the LST form below with your payment due. If for some reason you already paid the tax in another political subdivision, or at another place of employment, provide this office with proof of payment and we will adjust our records accordingly. If your primary employment jurisdiction has the Local Services Tax, the tax is not to be deducted from the secondary place of employment.

If your expected annual earnings are less than the exemption amount within the taxing jurisdiction, an exemption certificate may be completed. Return the forms below stating such, along with a completed exemption certificate and a copy of your prior year tax return to our office.

Please be advised that the school district portion may not have an earnings exemption, or may be less than the municipal exemption in which this portion of the tax may still be due.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Shippingport Borough at 724-643-4333 during the hours of 9:00 AM - 4:30 PM, Monday through Friday. Or, you can visit our website at [www.shippingportborough.com](http://www.shippingportborough.com) or contact us by e-mail at [shippingport@comcast.net](mailto:shippingport@comcast.net).

- Your cancelled check is sufficient proof of payment.
- Make any corrections to Name, and Address, and enter your Social Security # in boxes provided.
- There will be a \$20.00 fee for returned checks.
- Make Checks payable to: Shippingport Borough.

Remit to:

Shippingport Borough  
P.O. BOX 76 ATT: Melinda Ordich  
Shippingport, PA 15077

### Amount paid each quarter:

Quarter 1 .....\$ \_\_\_\_\_  
 Quarter 2 .....\$ \_\_\_\_\_  
 Quarter 3 .....\$ \_\_\_\_\_  
 Quarter 4 .....\$ \_\_\_\_\_

**TOTAL PAYMENTS:** \$ \_\_\_\_\_



▲ **Keep top portion for your records** ▲

▼ **Detach and return bottom portion with your payment** ▼

### LST TAX OFFICE COPY

Payable to Shippingport Borough  
PO BOX 76 Shippingport, PA 15077

### LOCAL SERVICES TAX RETURN

### ENTER YOUR SOCIAL SECURITY NO.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### DUE DATE:

1. Local Services Tax Annual Rate	÷ 4.... \$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. PENALTY after Due Date	X Line 1..... \$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. INTEREST per month after Due Date	X Line 1..... \$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Total PENALTY & INTEREST..... (add lines 2 and 3)	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. TOTAL DUE.....	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**THIS FORM MUST BE FILED EACH QUARTER**

DO NOT WRITE BELOW THIS LINE

**LST**

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