

Attention: Payroll Tax Dept

From: Monroe Township - LS Tax Collector

Re: LOCAL SERVICES TAX

Local Services Tax (LST) of \$52.00 was adopted by Monroe Township per Township Ordinance. If you need a copy of the Ordinance, please contact the Township Office.

Enclosed is the Employer's LST Return Form, which should be completed and submitted along with payment of the LST collected. If you have any questions about the return form, please contact the Township Secretary/Treasurer at the Township Office during the hours of 8:30 a.m. until 4:30 p.m., Monday through Friday at (570) 743-7057 ext 1. **Please duplicate the Return Form as needed for each year's quarterly filing. No future forms will be mailed out unless requested or changes are required by the Township.**

Instructions to complete the Local Services Tax - Employer Return:

- 1) Indicate with a check mark, which quarter of the year you are submitting a tax payment for.
- 2) Complete the Employer Name and Address area of the tax return – this will allow the Township to keep an updated tax data file on all employers within the Township. Please notify the Township office if your address changes or your business closes or moves out of the Township.
- 3) On the right hand side of the form indicate the Total Payment Enclosed.
- 4) An individual or payroll listing which includes each employee's name and SSN **must also be submitted** with the tax return. Please indicate if the employee has filed an exemption certificate with your payroll department (please keep exemption certificates for your payroll records/do not send with your tax return). A copy of the Local Services Tax – Exemption Certificate and Local Services Tax – Refund Application can be obtained by contacting the Township office (also these forms can be obtained online: <http://www.newpa.com/get-local-gov-support/tax-information/local-services-tax/index.aspx>)
- 5) Make all tax payments payable to "**Monroe Township**" and return with your signed and dated tax return. **Mailing Address: Monroe Township 39 Municipal Drive Selinsgrove, PA 17870. No postdated checks please.**
- 6) A quarterly Employer Return Form **must be submitted** even if you have **NO** tax payment to submit. If you are filing a \$0.00 tax return due to exemption certificates filed, please indicated this by writing "Exemptions Filed" under the total payment box on the right side of the form.

Please call the Township Office at (570) 743-7057 Ext 1 if you have any questions in regards to completing the tax return form or need further information/forms.

Monroe Township Secretary/Treasurer

LOCAL SERVICES TAX - MONROE TOWNSHIP
EMPLOYER'S TAX RETURN

Make Checks Payable To: **Monroe Township**
 39 Municipal Drive
 Selinsgrove, PA 17870
 Phone: (570) 743-7057

Local Services Tax Rate \$52.00 per employee
 ** A listing of employees and the amount of tax deduction must accompany this return.
 No postdated checks accepted

Check Period Covered:	Jan. -March	Apr.-June	July-Sept.	Oct.-Dec.
	Due 4/30	Due 7/30	Due 10/30	Due 1/30

Total Payment Enclosed:

Employer Name & Address: _____

For Office Use Only:

I declare under penalty of law that the information herein contained is true and correct:

Signature

Date

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