

Capital Tax Collection Bureau

www.captax.com

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Dear Taxpayer(s):

Since there are different tax rates (see the last page of this form packet for tax rate table) among the taxing jurisdictions we service for 2004 you must enter the appropriate tax rate in line 11 on the Form 531. If you moved during 2004 between different school districts in our jurisdiction where the tax rates are different, you will need to file separate returns with us for each residence where there are different tax rates. Such “multiple” returns must be filed at the same CTCB office.

Note: You can elect to have a refund directly deposited to your checking or savings account. See the expanded line 21 of Form 531 and the instructions that pertain to that line. We have also included a Schedule P in this packet. Schedule P must be completed, at least in part, if you moved during the tax year.

Mailing address labels are provided on page number 3 of the instructions enclosed. There are 3 distinct addresses for mailing your returns based on whether you are (1) making a tax payment with your return, (2) requesting a tax refund or credit on your return, or (3) filing your return with no payment or refund request. Please take time to use the proper mailing label to speed the processing of your return.

The form on the opposite page is your annual return for the local earned income tax (EIT). As the word “local” implies, this tax is used exclusively by your municipality (city, township, or borough) and school district. This tax is different than the federal and state individual income taxes in that it taxes only two classes of income, both of which are “Earned”: 1) COMPENSATION received for services rendered and, 2) NET PROFITS from the operation of a business, profession or farm. Passive income items such as interest, dividends, capital gains, and rental income are not taxable.

If you are either self-employed or are employed by an employer that does not withhold the correct amount of EIT, you may be required to pay the tax quarterly to our Bureau. We make every attempt to identify those taxpayers in this category and mail them the proper payment stubs. However, if you fit in this category and you do not receive payment stubs (Forms 521) by April 1st, please contact our office and a set will be provided. Please remember, the failure of a taxpayer to receive the proper forms does not alleviate his/her responsibility for any required filings and/or payments of tax.

We’d like to remind taxpayers of some of the changes in the definitions of earned income tax and net profits/losses, which took effect last tax year (i.e., January 1, 2003). Federal active duty military pay is non-taxable regardless of whether it is earned inside or outside of Pennsylvania. Clergy housing allowances are not taxable. Certain “cafeteria plan benefits” provided by an employer are no longer taxable. The entire amount of an “early” distribution from an employer sponsored retirement plan is taxable, if it was not previously subject to this local tax. An employee’s personal use of employer property is not taxable. Net losses may be offset against net profits, but may not be offset against earned income.

General and line-by-line instructions are attached to the back of this tax form mailer. You may detach them for easy reference while completing your return. If after reading the instructions you still have a question, contact one of our three offices and we will be happy to assist you.