

**RETURN TO:  
CAPITAL TAX COLLECTION BUREAU**

**DUE DATES:**

1ST QUARTER IS DUE APRIL 30th OF THE TAX YEAR  
2ND QUARTER IS DUE JULY 31st OF THE TAX YEAR  
3RD QUARTER IS DUE OCTOBER 31st OF THE TAX YEAR  
4TH QUARTER IS DUE JANUARY 31st **FOLLOWING** THE TAX YEAR

**NON-WITHHELD TAX PAYMENT STUB      2ND QUARTER  
FOR LOCAL EARNED INCOME TAX**

**2007  
DUE JULY 31**

SOCIAL SECURITY NUMBER	
ACCOUNT NUMBER IF KNOWN	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**NON-WITHHELD TAX PAYMENT STUB      1ST QUARTER  
FOR LOCAL EARNED INCOME TAX**

**2007  
DUE APRIL 30**

SOCIAL SECURITY NUMBER	
ACCOUNT NUMBER IF KNOWN	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

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CAPITAL TAX COLLECTION BUREAU**

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4TH QUARTER IS DUE JANUARY 31st **FOLLOWING** THE TAX YEAR

**NON-WITHHELD TAX PAYMENT STUB      4TH QUARTER  
FOR LOCAL EARNED INCOME TAX      2007  
DUE JANUARY 31**

SOCIAL SECURITY NUMBER	
ACCOUNT NUMBER IF KNOWN	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**NON-WITHHELD TAX PAYMENT STUB      3RD QUARTER  
FOR LOCAL EARNED INCOME TAX      2007  
DUE OCTOBER 31**

SOCIAL SECURITY NUMBER	
ACCOUNT NUMBER IF KNOWN	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

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## INSTRUCTIONS FOR USE OF NON-WITHHELD TAX PAYMENT STUB (FORM 521) FOR LOCAL EARNED INCOME TAX

### WHO MUST USE FORM 521 AND PAY TAX QUARTERLY?

ANY TAXPAYER THAT WILL HAVE \$200 OR MORE OF UNWITHHELD TAX LIABILITY FOR THE TAX YEAR MUST PAY THE TAX QUARTERLY. THIS INCLUDES SELF EMPLOYED INDIVIDUALS (SUCH AS FARMERS) AND INDIVIDUALS THAT WORK FOR AN EMPLOYER THAT DOES NOT WITHHOLD THE PROPER AMOUNT OF LOCAL EARNED INCOME TAX.

### HOW MUCH MUST BE PAID?

COMPLETION OF THE GRID BELOW WILL RESULT IN THE AMOUNT YOU MUST PAY FOR EACH OF THE CALENDAR QUARTERS. RECORD YOUR DATE OF PAYMENT AND CHECK NUMBER IN LINES F AND G AND RETAIN THIS STUB FOR YOUR RECORDS. AMOUNTS PAID UNTIMELY, OR AMOUNTS UNDERPAID, WILL BE SUBJECT TO INTEREST AND PENALTIES. TAX WITHHOLDINGS AND/OR TIMELY DIRECT PAYMENTS THAT DO NOT AT LEAST EQUAL THE LESSER OF 1) 100% OF LAST YEAR'S TAX LIABILITY OR, 2) 80% OF THIS YEAR'S ACTUAL TAX LIABILITY WILL BE SUBJECT TO UNDERPAYMENT INTEREST AND PENALTIES.

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 Capital Tax Collection Bureau's Harrisburg Division at (717) 234-3217 during the hours of 8 a.m. - 4 p.m., Monday through Thursday and 8:30 a.m. - 4 p.m., Friday.

RATES: BIG SPRING SD 1.65%, CARLISLE AREA SD 1.6%, CENTRAL DAUPHIN SD 2%, Greenwood SD 1.75%, Newport SD 1.6% SHIPPENSBURG AREA SD 1.4%, SOUTH MIDDLETON SD 1.1%, SUSQUENITA SD 1.8%, WEST PERRY SD 1.7%, ALL OTHER'S 1%		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
A.	ESTIMATED TAX FROM SELF EMPLOYMENT - MULTIPLY YOUR TOTAL ESTIMATED QUARTERLY NET PROFITS BY THE APPROPRIATE TAX RATE.				
B.	TAXES FROM EMPLOYERS - MULTIPLY YOUR EARNINGS RECEIVED IN EACH QUARTER BY THE APPROPRIATE TAX RATE.				
C.	SUBTRACT ACTUAL EMPLOYER WITHHOLDINGS FOR EACH QUARTER.				
D.	SUBTRACT UNUSED CREDIT FROM LAST YEAR'S OVERPAYMENT				
E.	TOTAL AMOUNT TO BE REMITTED (TOTAL LINES A THRU D.)	\$	\$	\$	\$
F.	DATE PAID				
G.	CHECK NUMBER				

TRANSFER THE AMOUNTS IN LINE E TO THE APPROPRIATE QUARTERLY STUB AND MAKE YOUR CHECK PAYABLE TO CAPITAL TAX COLLECTION BUREAU.

**A Service Fee will be added to your NOVUS Card**

TRANSACTION AMOUNTS	SERVICE FEE
\$ 0.00 - \$ 500.00	\$ 5.00
\$ 500.01 - \$ 1,000.00	\$12.00
\$ 1,000.01 - \$ 2,000.00	\$23.00
\$ 2,000.01 - \$ 3,000.00	\$38.00
\$ 3,000.01 - and up	\$50.00

Fees are subject to change without notice

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\$ 500.01 - \$ 1,000.00	\$12.00
\$ 1,000.01 - \$ 2,000.00	\$23.00
\$ 2,000.01 - \$ 3,000.00	\$38.00
\$ 3,000.01 - and up	\$50.00

Fees are subject to change without notice



**CREDIT CARD INFORMATION**  
WE ACCEPT DISCOVER/NOVUS CARD ONLY

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ACCOUNT NO

CARD EXPIRES \_\_\_\_/\_\_\_\_

TAX AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE



**CREDIT CARD INFORMATION**  
WE ACCEPT DISCOVER/NOVUS CARD ONLY

-----  
ACCOUNT NO

CARD EXPIRES \_\_\_\_/\_\_\_\_

TAX AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE