

# Capital Tax Collection Bureau

www.captax.com



## Central Dauphin Division

425 PRINCE ST  
HARRISBURG PA 17109-1734  
(717) 545-2791 Phone  
(717) 545-3028 Fax

## Harrisburg Division

2301 N 3RD ST  
HARRISBURG PA 17110-1893  
(717) 234-3217 Phone  
(717) 234-2962 Fax

## Carlisle Division

19 S HANOVER ST STE 102  
CARLISLE PA 17013-3336  
Phone (717) 243-3725  
Fax (717) 243-9224

Dear Taxpayer(s):

The tax return and instructions making up this packet are specifically for use only by residents of South Middleton School District (SMSD). If you were not a resident of SMSD during any part of 2007, but were a resident of another taxing jurisdiction, which is part of the Capital Tax Collection Bureau (CTCB), please obtain a tax return not specifically for SMSD by visiting our web site at [www.captax.com](http://www.captax.com), or by contacting one of our offices.

CTCB collects the local earned income tax (EIT) for the South Middleton School District. Please note that CTCB is not the EIT collector for the South Middleton Township. The Central Tax Bureau of Pa., Inc., CENTAX, has been contracted to collect the Township's portion of the EIT tax. As a result, residents of the South Middleton Township must file two separate annual local EIT tax returns: one return for the School District and one return for the Township.

If you are a South Middleton Township resident, and you did not receive a form for filing the Township's portion of the tax, please contact the South Middleton Township Municipal Offices or CENTAX to obtain a form. This split-collection of taxes between the school district and the township requires special rules for apportioning, or sharing, tax withheld by an employer (line 14 of the tax return). The apportioning is done by completing "Chart A," a schedule found on the reverse side of the Bureau's Copy of the return enclosed.

This packet includes a special EIT final return Form 531 (SMSD) for tax year 2007 to be completed by taxpayers in the South Middleton Township for reporting their income and tax information for South Middleton School District. The Central Tax Bureau, the tax collection agency for South Middleton Township, also has a special form for the Township's portion of this filing. In an attempt to simplify the filing process, both filing forms were altered to make line items similar. Please note that on the enclosed special final return form lines 10, 16, and 18 have intentionally been omitted.

If you moved during 2007 between different school districts within CTCB's jurisdiction where the levied tax rates are different, you will need to complete and return enclosed form "Schedule P" and file separate returns with CTCB for each residence where there are different tax rates. Such "multiple" returns must be filed at the same CTCB office.

You can also elect to have a refund directly deposited to your checking or savings account by completing the required information found to the left of the heading "DIRECT DEPOSIT INFORMATION" which appears between lines 21 and 22 of the enclosed return.

A set of self-stick mailing address labels is 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.