

<b>RETURN YOUR PAYMENT AND THIS STUB TO:</b> CAPITAL TAX COLLECTION BUREAU	<b>1st Quarter 2009 – Due April 30<sup>th</sup></b>  Non-Withheld Tax Payment Stub For Local Earned Income Tax (Form 521)
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Name & Address	Social Security Number:	Amount of Payment:
		\$

<input type="checkbox"/> Check here & complete back of form if name or address has changed.	<b>KEEP A RECORD OF YOUR PAYMENTS ON THE ENCLOSED INSTRUCTION SHEET</b>
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<input type="checkbox"/> Check here if you are paying by credit card. See back of form for credit card information.
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<b>RETURN YOUR PAYMENT AND THIS STUB TO:</b> CAPITAL TAX COLLECTION BUREAU	<b>2nd Quarter 2009 – Due July 31<sup>st</sup></b>  Non-Withheld Tax Payment Stub For Local Earned Income Tax (Form 521)
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Name & Address	Social Security Number:	Amount of Payment:
		\$

<input type="checkbox"/> Check here & complete back of form if name or address has changed.	<b>KEEP A RECORD OF YOUR PAYMENTS ON THE ENCLOSED INSTRUCTION SHEET</b>
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<input type="checkbox"/> Check here if you are paying by credit card. See back of form for credit card information.
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<b>RETURN YOUR PAYMENT AND THIS STUB TO:</b> CAPITAL TAX COLLECTION BUREAU	<b>3rd Quarter 2009 – Due October 31<sup>st</sup></b>  Non-Withheld Tax Payment Stub For Local Earned Income Tax (Form 521)
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Name & Address	Social Security Number:	Amount of Payment:
		\$

<input type="checkbox"/> Check here & complete back of form if name or address has changed.	<b>KEEP A RECORD OF YOUR PAYMENTS ON THE ENCLOSED INSTRUCTION SHEET</b>
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<input type="checkbox"/> Check here if you are paying by credit card. See back of form for credit card information.
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**RETURN YOUR PAYMENT AND THIS STUB TO:**  
CAPITAL TAX COLLECTION BUREAU

**4th Quarter 2009 – Due January 31<sup>st</sup>**


Non-Withheld Tax Payment Stub  
For Local Earned Income Tax  
(Form 521)

Name & Address	Social Security Number:	Amount of Payment:
		\$

Check here & complete back of form if name or address has changed.	KEEP A RECORD OF YOUR PAYMENTS ON THE ENCLOSED INSTRUCTION SHEET
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Check here if you are paying by credit card. See back of form for credit card information.
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<p>Name &amp; Address Change Information</p> <p>Name Change _____</p> <p>Address Change _____</p> <p>City State Zip _____</p> <p>Municipality _____</p> <p>Date of Change _____</p>	 <p>Official Payments will add a 3% Service Fee to your credit card payment</p> <p>CREDIT CARD INFORMATION</p> <p>Check Box for type of Credit Card</p> <p><input type="checkbox"/> American Express    <input type="checkbox"/> Discover    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Visa</p> <p>Account No _____</p> <p>Card Expiration Date ____ / ____ Tax Amount \$ _____</p> <p>Signature _____</p>
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RATES: <b>BIG SPRING SD 1.65%</b> , CARLISLE AREA SD (CARLISLE BORO) 1.6%, <b>CARLISLE AREA SD (DICKINSON TWP, MT HOLLY SPRINGS BORO &amp; NORTH MIDDLETON TWP) 1.1%</b> , CENTRAL DAUPHIN SD (PAXTANG BORO, PENBROOK BORO & WEST HANOVER TWP) .5%, <b>GREENWOOD SD 1.75%</b> , NEWPORT SD 1.6%, <b>SHIPPENSBURG AREA SD 1.4%</b> , SOUTH MIDDLETON SD 1.1%, <b>SUSQUENITA SD 1.8%</b> , WEST PERRY SD 1.7%, <b>ALL OTHER'S 1%</b>	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
A. ESTIMATE 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				

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. – 4p.m. Monday through Thursday and 8:30 a.m. – 4 p.m. Friday.