

YOU MAY FILE THIS RETURN ON-LINE AT www.captax.com

See below for more information

Dear Taxpayer(s):

You can now file online! If you are interested in filing your return online please go to www.captax.com and click on the link. It is very important that you have this form with you since it contains your PIN which is needed to complete this return. This PIN is unique to a taxpayer and cannot be used for the taxpayer's spouse. Also, you may only file your 2009 and 2008 returns online; any older returns must be completed manually. If you have a balance due with the online filing you will have options to make your remittance. This remittance is due by April 15, 2010, and will be considered late if paid after that date.

The tax return and instructions enclosed in this packet are specifically for use only by residents of Paxtang Borough, Penbrook Borough and West Hanover Township. If you were not a resident of the above-mentioned municipalities during any part of 2009, but were a resident of another taxing jurisdiction which is part of the Capital Tax Collection Bureau (CTCB), please obtain a general tax return by visiting our web site at www.captax.com or by contacting one of our offices.

CTCB collects the local earned income tax (EIT) for Paxtang Borough, Penbrook Borough and West Hanover Township. Please note that CTCB is not the EIT collector for the Central Dauphin School District. Berkheimer Tax Collector (Berkheimer) has been contracted to collect the school district's portion of the EIT tax. As a result, residents of Paxtang Borough, Penbrook Borough and West Hanover Township must file two separate annual local EIT tax returns: one return for the School District and one return for the Municipality.

If you are a Paxtang Borough, Penbrook Borough or West Hanover Township resident, and you did not receive a form for filing the school district's portion of the tax, please contact the Central Dauphin School District or Berkheimer 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 13 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.

If you moved during 2009 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.

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 coupons (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.

If after reading the enclosed instructions you still have a question regarding your return, contact one of our three offices and we will be happy to assist you.