

**LOCAL EARNED INCOME TAX  
RETURN (FORM 531)**

[www.captax.com](http://www.captax.com)

RETURN BY APRIL 15, 2011 TO:  
CAPITAL TAX COLLECTION BUREAU

TO CONSTITUTE PROOF OF FILING, THE TAXPAYER'S COPY MUST BE VALIDATED BY THE BUREAU. TO HAVE YOUR COPY VALIDATED BY MAIL, RETURN BOTH THE BUREAU'S AND TAXPAYER'S COPIES ALONG WITH A SELF ADDRESSED STAMPED ENVELOPE.

**A HUSBAND AND WIFE MAY BOTH FILE ON THIS FORM. HOWEVER, TAX CALCULATIONS MUST BE REPORTED IN SEPARATE COLUMNS. JOINT FILING (I.E., COMBINING INCOME, ETC.) IS NOT PERMITTED.**

		SOC. SEC. NO. A	SOC. SEC. NO. B
1	W-2 EARNINGS (From attached W-2s)	1	
2	EMPLOYEE BUSINESS EXPENSES (EBEs) (From attached Federal Form 2106 & State Schedule UE)	2	
3	TAXABLE W-2 EARNINGS LESS (EBEs) (Subtract Line 2 from Line 1)	3	
4	OTHER TAXABLE EARNED INCOME (NO INTEREST OR DIVIDENDS) LIST TYPE: _____	4	
5	TOTAL TAXABLE EARNED INCOME (Add Lines 3 and 4)	5	
6	NET PROFIT FROM BUSINESS, PROFESSION OR FARM (From attached Federal and State Schedules C, F and/or K-1 (1065))	6	
7	NET LOSS(ES) FROM BUSINESS, PROFESSION OR FARM (From attached Federal and State Schedules C, F and/or K-1 (1065))	7	
8	Subtract Line 7 from Line 6 (IF LESS THAN ZERO, ENTER ZERO)	8	
9	<b>REQUIRED FOR INFORMATION PURPOSES ONLY: Enter Net, Subchapter S Corporation pass-thru Net Profit(s)/Loss(es) as reported on your PA-40 return</b>	9	
10	TOTAL TAXABLE EARNED INCOME AND NET PROFITS (Add Lines 5 and 8)	10	
11	TAX RATE (If you moved, you need to complete Schedule P on the back of this page)	11	
12	TAX LIABILITY: Multiply Line 10 by Line 11	12	
13	TOTAL LOCAL INCOME TAXES WITHHELD EXCEPT PHILADELPHIA INCOME TAX (From attached W-2s, Box 19)	13	
14	QUARTERLY PAYMENTS AND/OR LAST YEAR'S OVERPAYMENT CREDITED TO THIS YEAR	14	
15	CREDITS FOR TAXES PAID TO PHILADELPHIA AND/OR STATES OTHER THAN PA (ATTACH SCH. G) AND/OR CREDITS FOR CERTIFIED RESIDENTS OF THE HARRISBURG KEYSTONE OPPORTUNITY ZONE (KOZ)	15	
16	TOTAL WITHHOLDINGS & PAYMENTS (Add Lines 13, 14 and 15)	16	
17	TAX BALANCE DUE (Subtract Line 16 from Line 12) PAYMENT NOT NECESSARY IF LESS THAN \$1.00	17	
18	INTEREST & PENALTY (See Instructions)	18	
19	RETURNS FILED AFTER THE DUE DATE MAY BE SUBJECT TO ADDITIONAL COSTS OF COLLECTION	19	
20	TOTAL BALANCE DUE (Add Lines 17, 18 and 19) Make check payable to "CTCB" Place Social Security Number on Check	20	
21	OVERPAYMENT (Subtract Line 12 from Line 16) IF LESS THAN ZERO, ENTER ZERO	21	
22	OVERPAYMENT TO BE REFUNDED	22	
<b>DIRECT DEPOSIT INFORMATION</b>			
	Taxpayer 'A', 'B', or 'BOTH'	Savings or Checking Acct.	ROUTING NO. ACCOUNT NO.
23	OVERPAYMENT TO BE CREDITED TO NEXT YEAR'S TAX	23	
24	OVERPAYMENT TO BE CREDITED TO SPOUSE'S BALANCE DUE FOR THIS FILING YEAR	24	

**TYPE OR PRINT INFORMATION BELOW. IF PREPRINTED, CHECK FOR ACCURACY AND MAKE CORRECTIONS WHERE NECESSARY. SPOUSE'S NAME, SIGNATURE, AND OTHER INFORMATION SHOULD BE PROVIDED ONLY IF HE OR SHE IS ALSO FILING ON THIS FORM.**

<b>A</b>	YOUR CTCB ACCOUNT NUMBER (IF KNOWN)	YOUR PIN NUMBER FOR ONLINE FILING	YOUR NAME (LAST, FIRST, M) Enter at right >>>>>>>>>>
<b>B</b>	SPOUSE'S CTCB ACCOUNT NUMBER (IF KNOWN)	SPOUSE'S PIN NUMBER FOR ONLINE FILING	SPOUSE'S NAME (LAST, FIRST, M) Enter at right >>>>>>>>>>
HAVE YOU MOVED FROM THE BEGINNING OF THE TAX FILING YEAR TO PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, COMPLETE SCHEDULE P ON BACK OF "BUREAU'S COPY" OF RETURN.	HOME ADDRESS Enter at right >>
YOUR RESIDENT MUNICIPALITY (TOWNSHIP, BOROUGH OR CITY)			DAYTIME PHONE NUMBER

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS RETURN AND ACCOMPANYING SCHEDULES AND STATEMENTS, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE TRUE, CORRECT AND COMPLETE.**

YOUR SIGNATURE <b>X</b>	DATE	YOUR OCCUPATION
SPOUSE'S SIGNATURE (ONLY IF ALSO FILING ON THIS FORM) <b>X</b>	DATE	SPOUSE'S OCCUPATION (ONLY IF ALSO FILING ON THIS FORM)
PAID PREPARER'S NAME (PLEASE PRINT)	FIRM'S NAME (OR ENTER "S.E." IF SELF EMPLOYED)	PAID PREPARER'S PHONE NUMBER

Capital Tax Collection Bureau

Harrisburg Division  
2301 North Third Street  
Harrisburg, PA 17110  
Phone: (717) 234-3217

Carlisle Division  
19 S. Hanover Street  
Carlisle, PA 17013  
Phone: (717) 243-3725

**You can now file online!** If you would like to file your return online, please go to [www.captax.com](http://www.captax.com) and click on the link. If filing online, it is very important that you have this form with you since it contains your Personal Identification Number (PIN) which is needed to file online. This PIN is unique to a taxpayer and cannot be used for the taxpayer's spouse. Also, you may only file your 2010, 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.

The enclosed form is your annual return for the local earned income tax (EIT). 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 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 moved during 2010 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. To view the different tax rates, visit our website or call one of our offices.

If you are either self-employed or are employed by an employer that does not withhold the correct amount of EIT, you are 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 offices and we will be happy to assist you.