

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

Juniata County Division  
4226 William Penn Hwy  
Mifflintown PA 17059  
Phone: (717) 436-2796

**You can now file online!** If you are interested in filing your return online, go to [www.captax.com](http://www.captax.com) and click on the link. If filing online, it is 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 2008 and forward 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 tax return and instructions making up this packet are specifically for use only by residents of Dickinson Township, Mount Holly Springs Borough, North Middleton Township and South Middleton Township. If you were not a resident of the above-mentioned municipalities during any part of the tax year, 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](http://www.captax.com) or by contacting one of our offices. CTCB collects the local earned income tax (EIT) for the South Middleton and Carlisle Area School Districts. Please note that CTCB is not the EIT collector for Dickinson Township, Mount Holly Springs Borough, North Middleton Township or South Middleton Township. As a result, residents of those four municipalities must file two separate annual local EIT tax returns: one return for the School District and one return for the Municipality. 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 the tax year 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. 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.

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.