

Employer – Record payments here for your records

Quarter Due Date	Amount Paid	Date Paid	Check Number	Submitted?
1st Quarter – April 30, 2015	\$			<input type="checkbox"/>
2nd Quarter – July 31, 2015	\$			<input type="checkbox"/>
3rd Quarter – Oct. 31, 2015	\$			<input type="checkbox"/>
4th Quarter – Jan. 30, 2016	\$			<input type="checkbox"/>

INSTRUCTIONS TO EMPLOYER
PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY

1. Forms must be filed on or before due date as shown on the face of the form.
2. No collection fee will be allowed on returns filed after the due date shown (if applicable).
3. In the event that you have no employees from whom you are required to deduct the tax, engaged in occupations within said municipality in the period shown, write the word NONE on line number 1 of the Combined Form for LST-4 and LST-2 “Employer Return”, sign the form and return to CTCB’s Harrisburg office.

All employers shall deduct the Local Services Tax from each employee regardless of how long an employee has worked for them, unless the employee produces a properly completed LST exemption certificate along with all items required therein.