

# Form 501 Employers Depository Receipt of Earned Income Tax Withheld

Return to: **Capital Tax Collection Bureau**

I hereby certify that the information contained herein is true and correct.

1. Actual Earned Income Tax Withheld
2. Interest - Penalties.....  
1% per month from due date
3. Adjustments  
 Add  (Subtract)
4. Total paid with remittance


Authorized Signature	Title	Date
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These funds were transmitted via **ACH** on \_\_\_\_\_ (Date)

Employer Number      Year

PSD No.                      Month

Due Date                      Qtr.

NOTE - NOTIFY COLLECTOR OF TAXES PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME & ADDRESS ON REVERSE SIDE.  
**INSTRUCTIONS FOR PREPARING AND FILING FORM 501**

**WHO MUST FILE:**

Each employer within the School District and Municipalities, who employ one or more persons is required to file this return and remit the tax withheld for employees.

**DEFINITION OF "EMPLOYER":**

The term "employer" means an individual, co-partnership, association, corporation (including a corporation of the first non-profit class), governmental administration, agency, arm, authority, board, body, branch, bureau, department, division, section, unit or any other entity who or that employs one or more persons on a salary, wage, commission or other compensation basis.

**RETURNS:**

Withholding must be filed and paid as printed on monthly or quarterly form.

**INTEREST AND PENALTIES:**

All taxes imposed by subject Resolution and Ordinance which remain unpaid after they become due shall bear interest, in addition to the amount of the unpaid tax, at the rate of 6% per annum and the person upon whom duty of payment is imposed shall be further liable to a penalty of 1/2 of 1% of the amount of the unpaid tax or each month or a fraction of a month.

**FAILURE TO FILE RETURN AND PAY TAX:**

Any person, firm, partnership, etc. who shall fail, neglect or refuse to make any return or declaration required by the Resolution and Ordinance, or any taxpayer who shall refuse to pay the tax, penalties and interest imposed by the Resolution and Ordinance or any person who shall refuse to permit any duly authorized agent or employee to examine his books, records, and papers or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to do anything whatever to avoid payment of the whole or any part of the tax shall be guilty of a misdemeanor and shall be subject to fine or penalty of Five Hundred Dollars (\$500.00) and costs for each such offense or to undergo imprisonment for not more than thirty days.

Item 1-2 Self-explanatory as per instructions on subject of Interest and Penalties.

Item 3 - Explanation of adjustments must be submitted by supporting schedule.

NOTE - If any check in payment of taxes is dishonored or unpaid by reason of the drawer having no account or having insufficient funds or on which payment has been stopped, the sum of Twenty-five (\$25.00) dollars (to cover the additional cost to the Capital Tax Collection Bureau thereby entitled) will be made and collected in addition to the total amount due.