

## LOCAL SERVICES TAX (LST) – REFUND APPLICATION

Tax Year: \_\_\_\_\_

I am requesting refund from the following LST: Municipality \_\_\_\_\_  
 County \_\_\_\_\_

Social Security No.	Daytime Phone No.
Employee Name:	
Street Address:	
City/State/Zip:	

**Instructions:** Check & complete where necessary, the item number below that pertains to your refund request. Item numbers 1-4 below result in a refund of both municipal & school portions of the tax, where applicable. Item number 5 often results in a refund of only the municipal portion of an LST. Refer to SCHEDULE I on the back of this form to determine the amount of any possible refund for the Low-Income Exemption. In EVERY case below you must submit proof of payment of ALL LST that you claim to have paid. Examples of proof of payments are: employer issued W-2 Forms or payroll check stubs clearly identifying the deduction and the period thereof, and/or a receipted LST-3 Form (Personal Billing for LST) or cancelled check making personal payment.

<b>1. ____</b>	<b>MULTIPLE CONCURRENT OCCUPATIONS:</b> Complete a refund request form (i.e., this form) for each different concurrent period for which you are claiming a multiple payment. Attach documents to verify, <u>by the concurrent period</u> , LST amounts paid, earnings and/or net profits, and your principle occupation for such period. Complete all the information below, <b>listing your principle employer in Row “A.”</b>
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**This refund request is for the concurrent period of: (begin date) \_\_\_\_\_ through (end date) \_\_\_\_\_**

Employer name or “SELF” if paid personally	Date began work in concurrent period	Earnings during concurrent period	Taxing jurisdiction(s) for whom LST was paid	LST payment amount for concurrent period	LST payment amount for entire tax year
A.		\$		\$	\$
B.		\$		\$	\$
C.		\$		\$	\$
D.		\$		\$	\$

<b>2. ____</b>	<b>ACTIVE DUTY MILITARY EXEMPTION:</b> Attach a copy of your orders directing you to active duty status for the year of the refund request.
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<b>3. ____</b>	<b>CLERGY EXEMPTION:</b> I paid an LST based on my occupation as clergy. Enter the name, address, phone number & contact person & title for the church, temple, etc., for which you are/were employed: _____
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<b>4. ____</b>	<b>MILITARY DISABILITY EXEMPTION:</b> Please attach copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.
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<b>5. ____</b>	<b>LOW-INCOME EXEMPTION (Refer to SCHEDULE I on the back of this form to determine appropriate entries for the blanks below): <b>Important Note:</b> No “Low-Income Exemption” refunds will be processed until <i>after the end</i> of the tax year.</b>  My total earned income and net profits from all sources within the municipality of _____ was less than \$ _____ (Column C). I therefore qualify for a refund of \$ _____ (lesser of actual LST paid or Column B, less amount in Column E) reducing my LST liability to \$ _____ (Column E).
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**I DECLARE UNDER PENALTY OF LAW THAT ALL THE INFORMATION STATED ON AND SUBMITTED WITH THIS FORM IS TRUE, CORRECT AND COMPLETE:**

Taxpayer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE I. –LOW-INCOME EXEMPTION INFORMATION** ► HOW TO USE: Look first for the MUNICIPALITY in which your occupation is located, If it is not listed, look for the SCHOOL DISTRICT in which your occupation is located.

A	B	C	D	E	F
COUNTY Taxing Jurisdiction	LST Tax Amount (combined if applicable)	Low Income Exemption Limit	Maximum Amount Exempt if <u>Low-Income</u> Exemption	Amount <b>NOT Exempt</b> if <u>Low-Income</u> Exemption	CTCB Division Serving this Taxing Jurisdiction
<b>CUMBERLAND COUNTY</b>					
Big Spring SD	\$10.00	N/A	\$0.00	\$10.00	Carlisle
Carlisle Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Carlisle
Hopewell Twp.	\$10.00	N/A	\$0.00	\$10.00	Carlisle
Newville Bo.	\$52.00	< \$12,000	\$47.00	\$5.00	Carlisle
Shippensburg Area SD	\$10.00	N/A	\$0.00	\$10.00	Carlisle
Shippensburg Bo.	\$52.00	< \$12,000	\$47.00	\$5.00	Carlisle
Shippensburg Twp.	\$52.00	< \$12,000	\$47.00	\$5.00	Carlisle
South Middleton SD	\$10.00	N/A	\$0.00	\$10.00	Carlisle
South Newton Twp.	\$35.00	< \$12,000	\$30.00	\$5.00	Carlisle
Southampton Twp.	\$10.00	N/A	\$0.00	\$10.00	Carlisle
<b>DAUPHIN COUNTY</b>					
Harrisburg City	\$52.00	< \$12,000	\$47.00	\$5.00	Harrisburg
Highspire Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
Steelton Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
West Hanover Twp.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
<b>FRANKLIN COUNTY</b>					
Shippensburg Area SD	\$10.00	N/A	\$0.00	\$10.00	Carlisle
Shippensburg Bo.	\$52.00	< \$12,000	\$47.00	\$5.00	Carlisle
<b>PERRY COUNTY</b>					
Bloomfield Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
Howe Twp.	\$20.00	< \$12,000	\$20.00	\$0.00	Harrisburg
Marysville Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
Newport Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
(New) Bloomfield Bo.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
Penn Twp.	\$52.00	< \$12,000	\$52.00	\$0.00	Harrisburg
Watts Twp.	\$10.00	N/A	\$0.00	\$10.00	Harrisburg
<b>JUNIATA COUNTY</b>					
Susquehanna Twp.	\$52.00	<\$12,000	\$52.00	\$0.00	Harrisburg
<b>SOMERSET COUNTY</b>					
Paint Boro.	\$52.00	<\$12,000	\$52.00	\$0.00	Harrisburg
Paint Twp.	\$52.00	<\$12,000	\$52.00	\$0.00	Harrisburg
Windber Boro.	\$52.00	<\$12,000	\$52.00	\$0.00	Harrisburg

**SCHEDULE II. -- CTCB DIVISION OFFICES** Find the appropriate Division for a particular taxing jurisdiction in Schedule I. above.

CAPITAL TAX COLLECTION BUREAU <b>CARLISLE DIVISION</b> 19 S HANOVER ST STE 102 CARLISLE PA 17013-3336 Phone: (717) 243-3725 Fax: (717) 243-9224	CAPITAL TAX COLLECTION BUREAU <b>HARRISBURG DIVISION</b> 2301 N 3RD ST HARRISBURG PA 17110-1893 Phone: (717) 234-3217 Fax: (717) 234-2962
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