

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 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 2008 & 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 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 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. 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.

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.