

1. Total number of employees reported herewith	
2. Gross amount of tax being reported	
3. Total amount being returned	

Company Name & Address:

I DECLARE UNDER PENALTY OF LAW
THAT THE INFORMATION HEREIN
CONTAINED IS TRUE AND CORRECT.

Authorized Signature & Date Filed: _____

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Instructions:

- 1) The total number of employees reported herewith must agree with the total number of employees listed on the "Local Services Tax - 2 Employee Deductions".
Forms must be filed on or before thirty (30) days after the end of each calendar quarter. Payments are payable to the Borough of Northumberland. If you wish a receipt, please submit completed forms 1A and 1B. Otherwise retain 1B for your records. All required forms and payments are to be submitted to **Borough Secretary, 175 Orange St, North'd PA 17857.**
- 2) If you have no employees from whom you are required to deduct the tax, write the word NONE of line one (1) of Form LST 1 "Employer's Return", sign the form and return.
- 3) You may make copies of Form LST 2, request additional forms from the Borough Secretary, or submit a computer generated list of employees and deductions. Employer's are required to provide employee's form LST 3 Employee Contribution Certification to all employees by January 31, 2017.
- 4) Employees who earn less than \$12,000, from all sources, in 2017 may request a refund upon showing proof of income or obtain an upfront exemption by filing an annual upfront exemption form. Upfront exemption form is included with these Instructions and may be copied.
- 5)