
Instructions to Self-Employed Persons or Individuals Whose Employers are Not Required to Withhold.

Return all required forms to the Borough Secretary, 175 Orange St., Northumberland, PA 17857.

If you have only one (1) occupation, complete and file form 3A with your payment by the due date. If you wish a receipt, please submit completed forms 3A and 3B. Otherwise retain 3B for your records. Payments are payable to "Borough of Northumberland".

If you have an employer who has deducted the tax: complete form 3C, check "A" and fill in employer's name and telephone number. Your employer is required to furnish you with an "Evidence of Deduction Certificate" giving the employer's name, address and telephone number.

Should you receive more than one form LST 3 Personal Return, remit your payment with the primary "Return". On all others, return 3C to the Borough Secretary, after checking line "B". Use the S.S. # that appears on the primary "Return".

In the event that you are NOT engaged in a business or occupation WITHIN the limits of Northumberland, complete form 3C, check line "C" and return.