

|  |  |
|--|--|
| 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: \_\_\_\_\_

|  |  |
|--|--|
| 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: \_\_\_\_\_

**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.  
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.
- 3) Employees who earn less than \$12,000, from all sources, in 2016 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.