

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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Company Name & Address:

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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
- 3) 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.  
Employees who earn less than \$12,000, from all sources, in 2016 may request a refund upon showing proof of income or
- 4) obtain an upfront exemption by filing an annual upfront exemption form. Upfront exemption form is included with these Instructions and may be copied.
- 5)



**LOCAL SERVICES TAX 2016**  
Borough of Northumberland

**3: Employee  
Contribution Certification**

This is your evidence of Local Services Tax withheld by your employer for year 2016.  
Your tax is \$40.00 if employed in Northumberland Borough during 2016. In the event you change employers  
in calendar year 2016, show this certificate to your new employer. Not valid unless signed by employee.

Employer's Name, Address & Telephone:

Employee's Name & Address:

Amount Paid in 2016: \$ \_\_\_\_\_

Employee's Signature & Date

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Borough of Northumberland

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Your tax is \$40.00 if employed in Northumberland Borough during 2016. In the event you change employers  
in calendar year 2016, show this certificate to your new employer. Not valid unless signed by employee.

Employer's Name, Address & Telephone:

Employee's Name & Address:

Amount Paid in 2016: \$ \_\_\_\_\_

Employee's Signature & Date

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Borough of Northumberland

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This is your evidence of Local Services Tax withheld by your employer for year 2016.  
Your tax is \$40.00 if employed in Northumberland Borough during 2016. In the event you change employers  
in calendar year 2016, show this certificate to your new employer. Not valid unless signed by employee.

Employer's Name, Address & Telephone:

Employee's Name & Address:

Amount Paid in 2016: \$ \_\_\_\_\_

Employee's Signature & Date

**LOCAL SERVICES TAX 2016**  
Borough of Northumberland

**4: Personal Return**  
A: Borough Record

1. Total Local Services Tax Due 2016	\$40.00	
2. Circle Quarter for this submission.	1st Quarter \$10.00	2nd Quarter \$10.00
	3rd Quarter \$10.00	4th Quarter \$10.00
3. Payment Enclosed		

Name & Address:

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

Authorized Signature & Date Filed: \_\_\_\_\_

**LOCAL SERVICES TAX 2016**  
Borough of Northumberland

**4: Personal Return**  
B: Taxpayer's Record

1. Total Local Services Tax Due 2016	\$40.00	
2. Circle Quarter for this submission.	1st Quarter \$10.00	2nd Quarter \$10.00
	3rd Quarter \$10.00	4th Quarter \$10.00
3. Payment Enclosed		

Name & Address:

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

Authorized Signature & Date Filed: \_\_\_\_\_

**LOCAL SERVICES TAX 2016**  
Borough of Northumberland

**4: Personal Return**  
C: Borough Record

INSTRUCTIONS ON REVERSE SIDE

\_\_\_\_\_ My "Employer" is withholding my 2016 Local Services Tax in the amount  
A. of \$ \_\_\_\_\_.

\_\_\_\_\_ Employer's  
Name & Telephone: \_\_\_\_\_

\_\_\_\_\_ B. I paid my 2016 Local Services Tax and have a receipted Personal Return.  
S. S. No.: \_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_ C. I certify that no portion of my business or occupation is carried on or per-  
formed within the limits of North'd, PA. Area business or occupation and ad-  
dress are:  
\_\_\_\_\_

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 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 4A with your payment by the due date. If you wish a receipt, please submit completed forms 4A and 4B. Otherwise retain 4B for your records. Payments are payable to "Borough of Northumberland".

**If you have an employer who has deducted the tax:** complete form 4C, 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 4C 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 4C, check line "C" and return.