

LOCAL SERVICES TAX EXEMPTION CERTIFICATE FOR TAX YEAR 2008
Jenkintown Borough
700 Summit Avenue
Jenkintown, PA 19046
(215) 885-0700
www.Jenkintownboro.com

APPLICATION FOR EXEMPTION FROM LOCAL SERVICES TAX (LST)

- o A copy of this application for exemption from the LST, and all necessary supporting documents, must be completed and presented to your employer AND to the political subdivision levying the LST where you are principally employed.
- o This application for exemption from the LST must be signed and dated.
- o **NO EXEMPTION WILL BE APPROVED UNTIL PROPER DOCUMENTATION HAS BEEN RECEIVED.**

Name: _____ Soc Sec #: _____
Address: _____ Phone #: _____
City/State/Zip: _____

REASON FOR EXEMPTION – PLEASE CHECK ONE

1. _____ **MULTIPLE EMPLOYERS:** Attach a copy of current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of LST withheld. List all employers on the reverse side of this form. **You must notify your other employers of a change in principal place of employment within two (2) weeks of the change.**
2. _____ **EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN THE BOROUGH OF JENKINTOWN WILL BE LESS THAN \$12,000.00:** Attach copies of your final pay statements or your W-2 for the year prior. If you are self-employed, please attach a copy of your PA Schedule C, F, or RK-1 for the prior year.
3. _____ **ACTIVE DUTY MILITARY EXEMPTION:** Please attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. You are required to advise the tax office when you are discharged from active duty status.
4. _____ **MILITARY DISABILITY EXEMPTION:** Please attach a copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION STATED ON AND ATTACHED TO THIS FORM IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____
PRINT NAME: _____

SIGN HERE AND COMPLETE EMPLOYER LIST

EMPLOYER: Once you receive this Exemption Certificate, you shall not withhold the LST for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the tax collector to withhold the tax.

IMPORTANT NOTE TO EMPLOYERS

1. The municipality is required by law to exempt from the LST employees whose earned income from all sources (employers and self-employment) in their municipality is less than \$12,000.00 when the levied rate exceeds \$10.00.
2. The school district for the municipality in which your worksite(s) is located may or may not levy an LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from \$0.00 to \$11,999.00.
3. Contact the tax office where your business worksite(s) are located to obtain this information.

