

MUNICIPALITY OF MONROEVILLE

LOCAL SERVICES TAX

Make Check Payable To: **Municipality of Monroeville**
 LST 2700 Monroeville Blvd
 Mail To: **Monroeville PA 15146-2388**

Please print or type neatly in the box below:

Name _____ Address _____ City _____ State Zip Code _____

Account # _____ Both numbers must
 Federal Tax Identification # _____ be provided**

Number of Employees or Owners subject to tax _____
 * LISTING OF NAME, SS#, AND ADDRESS MUST BE ATTACHED
 Tax Payment # **subject to tax x \$1.00 a week** _____
 Interest & Penalty (1% per month after date due) _____
 Total Payment _____

TO AVOID INTEREST & PENALTY MAKE PAYMENTS QUARTERLY

QUARTERLY DUE DATES: 1ST = 04/30 2ND = 07/31 3RD = 10/31 4TH = 01/31

QUARTER	YEAR	DUE DATE

I hereby certify that the information contained in this return is true and correct to the best of my knowledge
 Signature _____ Date: _____

This tax replaces the \$52 Emergency Municipal Services Tax as of January 1, 2008.

Instructions: MAKE A COPY OF THE FORM BEFORE MAILING THE SIGNED ORIGINAL
 WEBSITE: www.monroeville.pa.us

Before contacting our office, go to our website and follow the links to the tax department for valuable information for both businesses and individuals.

*Your return will not be considered filed without providing name, address, and social security number for each employee

Send us written notice INCLUDING EFFECTIVE DATE IF NAME OR ADDRESS HAS CHANGED Email: Montax@monroeville.pa.us

DIRECT INQUIRIES TO: LST, 2700 Monroeville Blvd, Monroeville, PA 15146-2388 Phone (412) 856-3333 Fax (412) 856-1054

Taxpayer Bill of Rights Statement: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection by contacting the tax office.

Definition: This is a tax on all who are employed in Monroeville, regardless of where they reside.

Only valid proof of income with a filed LST EXEMPTION FORM for the tax year will exempt withholding the tax for the calendar year.

Tax: \$1.00 a week up to \$52.00 per calendar year.

Due Date: April 30th for all persons employed on or before January 1st. For all persons newly employed after

January 1st, the tax is due thirty (30) days following the end of the quarter in which employed or compensation is payable.

Interest and Penalty: If for any reason any tax is not paid when due, interest at the rate of six (6%) percent per year on the amount of unpaid tax and an additional penalty of one-half of one percent (1/2 of 1%) of the amount of unpaid tax for each month or fraction of month during which the which the tax remains unpaid, shall be added and collected.

** IF YOU DO NOT HAVE AN ACCOUNT #, PRINT, COMPLETE, AND SUBMIT A BUSINESS REGISTRATION FORM WITH YOUR RETURN.
INCOMPLETE FORMS SUBMITTED MAY BE TREATED AS A FAILURE TO FILE A RETURN.