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TAXPAYER ANNUAL LOCAL EARNED INCOME TAX RETURN

CLGS-32-1 (04-16)



You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes. Contact your Tax Officer.

eFile at www.statecollegepa.us

Tax Year

DATES LIVING AT EACH ADDRESS	STREET ADDRESS (No PO Box, RD or RR)	CITY OR POST OFFICE	STATE	ZIP
/ / TO / /				
/ / TO / /				

*If you have relocated during the tax year, please supply information above and complete Part-Year Resident Proration Schedule.

DAYTIME PHONE NUMBER	RESIDENT PSD CODE	EXTENSION <input type="checkbox"/>	AMENDED RETURN <input type="checkbox"/>	NON-RESIDENT <input type="checkbox"/>
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<p align="center">Combining income is NOT permitted.</p> <p align="center">ONLY USE BLACK OR BLUE INK TO COMPLETE THIS FORM</p> <p><input type="checkbox"/> Final Return Reason: _____ Effective Date: _____</p>	<p align="center">Social Security #</p> <p>If you had NO EARNED INCOME, check the reason why:</p> <input type="checkbox"/> disabled <input type="checkbox"/> student <input type="checkbox"/> deceased <input type="checkbox"/> military <input type="checkbox"/> homemaker <input type="checkbox"/> retired <input type="checkbox"/> unemployed	<p align="center">Spouse's Social Security #</p> <p>If you had NO EARNED INCOME, check the reason why:</p> <input type="checkbox"/> disabled <input type="checkbox"/> student <input type="checkbox"/> deceased <input type="checkbox"/> military <input type="checkbox"/> homemaker <input type="checkbox"/> retired <input type="checkbox"/> unemployed
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1. Gross Compensation as Reported on W-2(s) (Box 18) (Enclose W2s)00	.00
2. Unreimbursed Employee Business Expenses (Enclose PA Schedule UE)00	.00
3. Other Taxable Earned Income *00	.00
4. Total Taxable Earned Income (Subtract Line 2 from Line 1 and add Line 3)00	.00
5. Net Profit (Enclose PA Schedules*) NON-TAXABLE S-Corp earnings check this box: <input type="checkbox"/>	.00	.00
6. Net Loss (Enclose PA Schedules*)00	.00
7. Total Taxable Net Profit (Subtract Line 6 from Line 5. If less than zero, enter zero)00	.00
8. Total Taxable Earned Income and Net Profit (Add Lines 4 and 7)00	.00
9. Total Tax Liability (Line 8 multiplied by _____)00	.00
10. Total Local Earned Income Tax Withheld (May not equal W-2*)00	.00
11. Quarterly Estimated Payments/Credit From Previous Tax Year00	.00
12. Out-of-State or Philadelphia Credits (include supporting documentation)00	.00
13. TOTAL PAYMENTS and CREDITS (Add Lines 10 through 12)00	.00
14. Refund IF MORE THAN \$1.00, enter amount (Line 9 minus Line 13) Paper Check Direct Deposit (enter information) Bank Name _____ (C)heck or (S)avings Routing Number _____ Account Number _____	.00	.00
15. Credit Taxpayer/Spouse (Amount of Line 14 you want as a credit to your account) <input type="checkbox"/> Credit to next year <input type="checkbox"/> Credit to spouse	.00	.00
16. EARNED INCOME TAX BALANCE DUE (Line 9 minus Line 13)00	.00
17. Penalty after April 15* (Line 16 times 1% times number of months late)00	.00
18. Interest after April 15* (Line 16 times 0.000137 times number days late)00	.00
19. TOTAL PAYMENT DUE (Add Lines 16, 17, and 18)00	.00

Checks payable to: Centre Tax Agency Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

TAXPAYER'S SIGNATURE	SPOUSE'S SIGNATURE (If Filing Combined)	DATE (MM/DD/YYYY)
PREPARER'S PRINTED NAME & SIGNATURE		PHONE NUMBER

*See Instructions



TAXPAYER ANNUAL LOCAL EARNED INCOME TAX RETURN

INSTRUCTIONS

A. General Instructions

1. **WHEN TO FILE:** This return must be completed and filed by all persons subject to the tax on or before April 15 (unless the 15th is a Saturday or Sunday then file the next business day), regardless of whether or not tax is due. If you file a Federal or State Application for Extension, check the extension box on the front of the form and send this form along with your estimated payment by April 15, unless the 15th is a Saturday or Sunday, then by the next business day. If you use a professional tax preparer, confirm that they will submit your final return for you.
2. **WHERE TO FILE:** Remit to the local earned income tax collector for every tax collection district in which you lived during the year.
3. **EFFECTIVE DATES:** January 1 through December 31, unless otherwise noted on your local earned income tax return.
4. **AMENDED RETURN:** If a taxpayer amends their federal income tax return, an amended local earned income tax return must also be filed with the local earned income tax collector.
5. **RECEIPT / COPY:** Your cancelled check is sufficient proof of payment.
6. **PENALTY AND INTEREST:** If for any reason the tax is not paid when due, penalty and interest will be charged. Any late, incorrect filing or payment may result in additional costs of collection.
7. **ROUND OFF CENTS** to the nearest whole dollar. Do not include amounts under 50 cents. Increase amounts from 50 to 99 cents to the next dollar amount.
8. **USE BLACK OR BLUE INK ONLY WHEN COMPLETING THIS FORM.**

B. Regulations/Line by Line Instructions

LINE 1: GROSS EARNINGS FOR SERVICES RENDERED

Documentation Required: W-2(S) must be enclosed (legible photocopies are accepted). Use Box 18 of your W-2 for local earnings. If Box 18 is blank, then use Box 16 (State Wages) for local earnings.

TAXABLE INCOME INCLUDES: Salaries, Wages, Commissions, Bonuses, Tips, Stipends, Fees, Incentive Payments, Employee Contributions to Retirement Accounts, Compensation Drawing Accounts (If amounts received as a drawing account exceed the salaries or commission earned, the tax is payable on the amounts received. If the employee subsequently repays to the employer any amounts not in fact earned, the tax shall be adjusted accordingly.). Benefits Accruing from Employment, such as: Annual Leave, Vacation, Holiday, Separation, Sabbatical Leave, Compensation Received in the Form of Property shall be taxed at its fair market value at the time of receipt, Jury Duty Pay, Military Pay for Services Other than Active Duty, Sick Pay (if employee received a regular salary during period of sickness or disability by virtue of their agreement of employment), and Taxes Assumed by the Employer. Taxpayer should refer to the PA Department of Revenue regulations regarding taxable compensation. This list is not exhaustive; contact your local earned income tax collector if you have any questions.

NON-TAXABLE INCOME INCLUDES: Social Security Benefits, Unemployment Compensation, Pensions, Public Assistance, Death Benefits, Gifts, Interest, Dividends, Boarding and Lodging to Employees for Convenience of Employer, Lottery Winnings, Supplementary Unemployment Benefits (sub pay), Capital Gains (Capital losses may not be used as a deduction against other taxable income.), Disability Benefits (periodical payments received by an individual under a disability insurance plan), Active Military Service and Summer Encampment, Personal Use of Company Cars, Cafeteria Plans, and Clergy Housing Allowance. Some forms of payments from Individual Retirement Programs, such as Keogh, Tax Shelter Annuity, IRA, and 401K are not taxable. Taxpayer should refer to the PA Department of Revenue regulations regarding taxable compensation. This list is not exhaustive; contact your local earned income tax collector if you have any questions.

LINE 2: ALLOWABLE EMPLOYEE BUSINESS EXPENSES

Documentation Required: Pennsylvania form PA-UE must be enclosed (legible photocopies are accepted).

LINE 3: OTHER TAXABLE EARNED INCOME: Include income, from work or services performed, which has not been included on line 1 or line 5. Do not include interest, dividends or capital gains.

LINE 4: TOTAL TAXABLE EARNED INCOME: Subtract line 2 from line 1 and add line 3.

LINES 5 & 6: NET PROFITS/NET LOSSES FROM BUSINESS: Use line 5 for profit and line 6 for loss.

Documentation Required: 1099(s), PA schedules C, E, F, or K-1 must be enclosed (legible photocopies are accepted).

Rule: A taxpayer may NOT offset a business loss against wages and other compensation (W-2 earnings -- line 1). "Pass-through" income from an S-Corporation is NOT taxable and loss is not deductible. Short term rental and Royalty income are the taxable items from Schedule E. A taxpayer may offset a loss from one business entity against a net profit from another business entity.

LINE 7: TOTAL TAXABLE NET PROFIT: Subtract line 6 from line 5; if less than zero, enter zero.

LINE 8: TOTAL TAXABLE EARNED INCOME AND NET PROFIT: Add lines 4 & 7.

LINE 9: TAX LIABILITY: Multiply line 8 by your local earned income tax rate. If you don't know your rate, refer to the back page of your tax return or visit www.newPA.com to find your rate.

LINE 10: EARNED INCOME TAX WITHHELD: If you work in an area that taxes non-residents at a higher rate than the resident rate where you live, **you may not be able to claim the entire amount of tax withheld on your W-2's.** If this is the case complete the worksheet on the back of the Final Return Form to calculate the amount of income tax withheld to enter on Line 10 of the Final Return. *If this is not the case*, then combine the amount of tax withheld as reported in box 19 of your W-2's and report that amount on Line 10 of the Final Return. To determine if you work in an area that has a Non-Resident Tax Rate that exceeds the resident rate where you live, contact your employer or visit: <http://munstats.pa.gov/Public/FindLocalTax.aspx>

LINE 11: QUARTERLY ESTIMATED PAYMENTS/ CREDIT FROM PREVIOUS YEAR/ PAYMENTS MADE WITH EXTENSION OR ADDITIONAL PAYMENTS: List any quarterly estimated tax payments made to date for the appropriate filing year (do not include any penalty or interest amounts that may have been paid with the quarterly payments.) Also include the tax credit from the prior year AND any additional payments made for the filing year, including any amount paid when requesting an extension. NOTE: Taxpayers who expect to have net profits or wages not subject to withholding must report and timely pay quarterly estimated tax payments. Quarterly vouchers are used to report the income and pay the local tax each quarter and credit may be claimed on this line for any such payments of local tax.

LINE 12: OUT-OF-STATE OR PHILADELPHIA CREDITS (include supporting documentation)

General Rules Applicable to All Line 12 Credits:

- (1) Credits for income taxes paid to other states must first be used against your Pennsylvania state income tax liability; any credit remaining thereafter may be used against your local earned income tax liability.
- (2) Credits for income taxes paid to political subdivisions located outside of Pennsylvania or for wage taxes paid to Philadelphia may be taken directly against your local earned income tax liability.
- (3) In calculating your credit for income taxes paid to another state or to a political subdivision, note that the same items of income must be subject to both your local earned income tax and the out-of state tax.
- (4) **No credit for income taxes paid to another state or political subdivision may exceed your total local earned income tax liability.**

Credit for Taxes Paid to Other States: You may take a credit based upon the gross earnings taxed both in another state and in Pennsylvania that is in excess of the Pennsylvania state personal income tax rate. THIS CREDIT WILL BE DISALLOWED IF THE NON-RESIDENT STATE RETURN AND THE DOCUMENT SHOWING STATE INCOME TAX WITHHELD ARE NOT PROVIDED (W-2, K-1, Etc.).

No credits are given for state income tax withheld from an employee who works in a state that has a reciprocal agreement with the Commonwealth of Pennsylvania (Maryland, New Jersey, Ohio, Virginia, West Virginia, and Indiana).

Example: Taxpayer earned wages of \$10,000.00 in Delaware and paid an income tax liability to that state of \$317.00. Assuming the current Pennsylvania state tax rate is 3.07% for the tax year in question, since the \$317.00 exceeds 3.07% (PA Tax) amount of \$307.00 by \$10.00, the \$10.00 may be credited against your local income tax.

Gross Income	(1)	\$10,000.00
Local Tax 1% x .01		<u>.x.01</u>
	(2)	100.00
Tax paid to Delaware	(3)	317.00
PA Income Tax (3.07% x \$10,000.00)	(4)	307.00
Credit to be used against Local Tax (Line 3 minus Line 4)		
On Line 12 of the tax return, enter this amount . . .	(5)	10.00
or the amount on Line 2 of worksheet, whichever is less		

If all your wages or gross earnings are subject to Delaware State Income Tax (not PA), use the above example to calculate your tax obligation. If you had earned income NOT taxed by Delaware, this income would be subject to the earned income tax effective where you live and must be shown separately on the Local Earned Income Tax Return.

Credit for Taxes Paid to Political Subdivisions Outside of Pennsylvania: You may take a credit based upon the gross earnings taxed in both another political subdivision and where you live in Pennsylvania. THIS CREDIT WILL BE DISALLOWED IF THE FOREIGN CITY RETURN AND OR YOUR W-2 FORM SHOWING CITY INCOME TAX WITHHELD IS NOT PROVIDED.

Credit for Taxes to Philadelphia: You may use any wage tax paid to Philadelphia as a credit toward your local earned income tax liability. You must complete the Local Earned Income Tax Return. A COPY OF YOUR W-2 AND/OR VERIFICATION OF TAXES PAID MUST BE ENCLOSED WITH THE FORM OR CREDIT WILL BE DISALLOWED. No refunds or credits will be allowed for any overpayment made to Philadelphia. On line 12 of the tax return, enter the amount of Philadelphia wage tax paid.

LINE 13: TOTAL PAYMENTS AND CREDITS: Enter the sum of lines 10, 11 & 12.

LINE 14: REFUND: If tax (line 9) is less than your credits (line 13), enter amount of refund. If you have an overpayment of taxes in excess of \$1.00, you may elect to receive a refund or take same as credit against the next year's tax liability. A 1099 will be issued to the Federal Government for any refund of \$10.00 or more. Refunds may be direct deposited. Complete bank information must be included on the front of your tax return.

LINE 15: CREDIT: If tax (line 9) is less than your credits (line 13) enter amount of credit and check the applicable box for credit to spouse or credit to next year.

LINE 16: AMOUNT OF TAX DUE: If tax (line 9) is larger than your credits (line 13), enter amount of tax due; if less than or equal to \$1,00, ENTER ZERO.

LINE 17 & 18: INTEREST AND PENALTIES: If for any reason the tax is not paid when due, interest and penalty of the unpaid tax for each month shall be added and collected. Returns received after the due date may be charged additional costs of collection.

LINE 19: TOTAL AMOUNT DUE: The sum of lines 16, 17 & 18. OMIT IF LESS THAN OR EQUAL TO \$1.00.

Note: All accounts are subject to audit and review. Local or city copy of W-2 and/or supporting schedules must be enclosed with tax return. Legible photocopies of W-2s and schedules are accepted.

PART-YEAR RESIDENT PRORATION SCHEDULE

If you resided in more than one municipality during the tax year, complete the schedule below to determine the amount of wages, withholdings, and net profits to file with each municipality.

- 1. Complete the location information** at the top of the page. The time of residency in each municipality should be rounded to the nearest whole month. The day the individual moved is counted towards the new domicile. If the number of days in the calendar month in which an individual lived in the old and new domiciles are equal, the entire month should be credited to the new municipality. **2. Complete the income, expense, and tax information** on the left-hand side of the page and determine number of months you were engaged in each position at each residence. **3. Determine the prorated amounts** by dividing the original figure (wages, withholdings, business expenses, net profits, etc.) by the total months and then multiplying by the number of months at that residence. **4. Calculate the tax due** by multiplying the prorated wages/net profits (less the prorated employee business expenses) by the tax rate. **5. Add all the columns** for each section, and **transfer the figures** to the corresponding lines on the annual tax return.

Tax Year: _____
 Name: _____
 SSN: _____

If you resided in different municipalities throughout the tax year, then you must fill out separate Local Earned Income Tax Returns for each Tax Office. Visit our website (www.statecollegepa.us) for additional forms, information, and a list of our Member Municipalities.

	LOCATION/RATE 1	LOCATION/RATE 2
TAX OFFICE		
MUNICIPALITY		
STREET ADDRESS		
CITY, STATE, ZIP		
TAX RATE%		
DATE RESIDENT FROM		
DATE RESIDENT THRU		
NUMBER OF MONTHS		

EMPLOYER'S NAME	LOCAL WAGES (W-2 BOX 18)	LOCAL TAX WITHHELD (W-2 BOX 19)	EMPLOYEE BUSINESS EXPENSES	DATES EMPLOYED DURING THIS TAX YEAR		# MTHS WORKED @ EACH RES		TOTAL MONTHS	PRORATED WAGES	PRORATED TAX W/H'S	PRORATED EMPLOYEE BUSINESS EXPENSES	TAX DUE	PRORATED WAGES	PRORATED TAX W/H'S	PRORATED EMPLOYEE BUSINESS EXPENSES	TAX DUE
				FROM	THRU	1	2									
1	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$						\$	\$	\$	\$	\$	\$	\$	\$
W-2 TOTALS & EMPLOYEE BUSINESS EXPENSE (EBE) TOTALS: Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form									Total (Column A)	Total (Column B)	Total (Column C)	Total (Column D)	Total (Column E)	Total (Column F)	Total (Column G)	Total (Column H)
									\$	\$	\$	\$	\$	\$	\$	\$
									LINE 1	LINE 10	LINE 2	LINE 9	LINE 1	LINE 10	LINE 2	LINE 9

NET PROFIT(S) OR LOSS(ES)	NET PROFIT OR LOSS AMOUNT	REPORTED ESTIMATED PAYMENTS	DATES OPERATED DURING THIS TAX YEAR		# MTHS EARNED @ EACH RES		TOTAL MONTHS	PRORATED NET PROFIT(S) OR LOSS(ES)	PRORATED ESTIMATED PAYMENTS	TAX DUE	PRORATED NET PROFIT(S) OR LOSS(ES)	PRORATED ESTIMATED PAYMENTS	TAX DUE		
			FROM	THRU	1	2									
5	\$	\$						\$	\$	\$	\$	\$	\$		
6	\$	\$						\$	\$	\$	\$	\$	\$		
7	\$	\$						\$	\$	\$	\$	\$	\$		
8	\$	\$						\$	\$	\$	\$	\$	\$		
NET EFFECT OF PROFIT(S) AND LOSS(ES): Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form.									Total	Total	Total	Total	Total	Total	Total
									\$	\$	\$	\$	\$	\$	\$
									LINE 5 or 6	LINE 11	LINE 9	LINE 5 or 6	LINE 11	LINE 9	LINE 9

OTHER INCOME	TOTAL OTHER INCOME	REPORTED ESTIMATED PAYMENTS	DATES EARNED DURING THIS TAX YEAR		# MTHS EARNED @ EACH RES		TOTAL MONTHS	PRORATED OTHER INCOME	PRORATED ESTIMATED PAYMENTS	TAX DUE	PRORATED OTHER INCOME	PRORATED ESTIMATED PAYMENTS	TAX DUE	
			FROM	THRU	1	2								
9	\$	\$						\$	\$	\$	\$	\$	\$	
10	\$	\$						\$	\$	\$	\$	\$	\$	
OTHER INCOME TOTALS: Report totals to the corresponding line on the tax return for only the location in which Centre Tax Agency is the collector. Report the totals for the other tax agency on their form.									Total	Total	Total	Total	Total	Total
									\$	\$	\$	\$	\$	\$
									LINE 3	LINE 11	LINE 9	LINE 3	LINE 11	LINE 9