

**LOCAL EARNED / NET PROFITS TAX**

== SAINT MARYS AREA ==

**FINAL TAX RETURN FOR (YEAR \_\_\_\_\_ )  
RETURN IS DUE NO LATER THAN - APRIL 15**

\_\_\_\_\_  
Name

SS #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

I have been a resident of \_\_\_\_\_ this year for \_\_\_\_\_.  
City, Township or Borough Number of months

If not a resident during the entire year, see reverse side.

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1. **PA State taxable** income from all W2's and or 1099's (Line 1C of PA 40 Form) -----> \_\_\_\_\_ . \_\_\_\_\_  
**Attach a copy of PA 40, all W2's, 1099's and Schedule C forms.**
  2. Net Profits or Loss from Business, Profession, Farm (Line 4 of PA 40 Form) -----> \_\_\_\_\_ . \_\_\_\_\_  
**List Sub-S income here** \_\_\_\_\_
  3. **TOTAL taxable** Earned Income/Compensation & Net Profits (Add Lines 1 and 2) -----> \_\_\_\_\_ . \_\_\_\_\_  
**Do not include Sub-S income from line 2**
  4. Calculation of tax (Line 3 multiplied by (.01) -----> \_\_\_\_\_ . \_\_\_\_\_
  5. Total local tax withheld by employer(s) (From W-2)-----> \_\_\_\_\_ . \_\_\_\_\_
  6. Estimated tax you paid for the year through the 3rd quarter-----> \_\_\_\_\_ . \_\_\_\_\_
  7. **TOTAL tax paid** (Add lines 5 and 6)-----> \_\_\_\_\_ . \_\_\_\_\_
  8. **TAX DUE** (Line 4 less line 7) -----> \_\_\_\_\_ . \_\_\_\_\_  
**If Tax Due is \$5.00 or less, no payment is necessary.**
  9. **REFUND DUE** (Line 7 less line 4) -----> \_\_\_\_\_ . \_\_\_\_\_  
**No refund or credit will be issued if "Refund Due" is \$5.00 or less.**
  10. Apply refund to next year's tax (Circle one) -----> **Yes** **No**
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I DECLARE UNDER PENALTIES PROVIDED BY LAW THAT THIS RETURN WAS EXAMINED BY ME AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE, CORRECT, AND COMPLETE RETURN.

\_\_\_\_\_  
Signature of Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Tax Preparer (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

MAKE CHECKS PAYABLE AND REMIT TO:

PHONE: (814) 834-9619

FAX: (814) 834-7664

e-mail: stmaryseit@alltel.net

ST MARYS TAX SERVICE

419 ERIE AVE EXT

PO BOX 539

SAINT MARYS PA 15857-0539

## GENERAL INSTRUCTIONS FOR COMPLETING THIS FORM

Those preparing this form should make themselves aware of what the guidelines are to complete it. In most cases the guidelines follow the state regulations, however the Local Tax Enabling Act does not require these to be followed, only to be used as guide lines. Consideration of incomes and expenses in some cases do vary from what the State or Federal uses for their guide lines.

1. If you have someone prepare your taxes, be sure to give them this form. Generic forms can be used, however the guidelines on our form apply and failure to follow them could nullify any refund you may have coming.
2. Every wage earner must file a separate return. Joint returns are not permitted. If you or your spouse did not receive a form, one can be obtained on our website at [www.stmtax.com](http://www.stmtax.com) or by calling our office.
3. Final returns are due no later than April 15th. Extensions are automatically granted, however payment made after April 15 is subject to .06% penalty for each year not paid and .005% interest for each month not paid
4. Request for refunds not including proper documentation will automatically be rejected.
5. All checks returned for NSF will be assessed an additional \$20.00 fee.
6. This return will be cross matched with the income you reported on your State PA-40 form. As the state information is only available every two years, your current return will be cross matched in two years. Should there be a difference, you will be sent a notice for the balance due plus interest and penalty accrued from April 16th of the year the return was due.
7. If you have income reported on a W2 you can offset the loss of another business from these earnings. If you have more than one business venture and do not have W2 earnings reported from either you can not offset the loss from one venture against the other when calculating your net income. When there is no W2 income a separate return for each business must be submitted. Sub-S income is not to be considered when calculating your net profit or loss.

**IF YOU LIVED IN ANOTHER MUNICIPALITY DURING THE YEAR, LIST THEM HERE:**

**MUNICIPALITY:**

**DATE:**

_____	FROM _____	TO _____
_____	FROM _____	TO _____
_____	FROM _____	TO _____