

LOCAL SERVICE TAX EXEMPTION CERTIFICATE

Tax Year

APPLICATION FOR EXEMPTION FROM LOCAL SERVICES TAX

- A copy of this application for exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to your employer AND to the political subdivision levying the Local Services Tax where you are principally employed.
- This application for exemption from the Local Services Tax must be signed and dated.
- **No exemption will be approved until proper documentation has been received.**

Name: _____ Social Security #: _____

Address: _____ Phone Number: _____

City/State: _____ Zip Code: _____

REASON FOR EXEMPTION

1. **MULTIPLE EMPLOYERS:** Attach a copy of a current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax 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 WEEKS OF THE CHANGE.**
2. **EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN SHALER TOWNSHIP AND SHALER AREA SCHOOL DISTRICT WILL BE LESS THAN \$12,000.** Attach copies of your last pay statements or your W-2 for the prior year. 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.

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

Tax Office: Shaler Township/Shaler Area School District Phone Number: 412-486-9700
Address: 300 Wetzel Road, Glenshaw, PA 15116

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 not levy an LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from \$0 to \$11,999.
3. Contact the tax office where your business worksites are located to obtain this information

Township of Shaler

A First Class Township

EMPLOYMENT INFORMATION: List all places of employment for the applicable tax year. Please list your primary employer under #1 below and your secondary employers under the other columns. If self-employed, write self under employer name column.

	1. PRIMARY EMPLOYER	2.	3.
EMPLOYER NAME			
ADDRESS			
ADDRESS 2			
CITY/STATE/ZIP			
MUNICIPALITY			
PHONE			
START DATE			
END DATE			
STATUS (FT/PT)			
GROSS EARNINGS			

	4.	5.	6.
EMPLOYER NAME			
ADDRESS			
ADDRESS 2			
CITY/STATE/ZIP			
MUNICIPALITY			
PHONE			
START DATE			
END DATE			
STATUS (FT/PT)			
GROSS EARNINGS			

PLEASE NOTE: All information received by the Tax Administrator is considered to be CONFIDENTIAL and is only to be used for official purposes relating to the collection, administration and enforcement of the LOCAL SERVICES TAX.

I certify that the statements set forth on this form are true and correct to the best of my knowledge, information, and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa. C. S. § 4904) relating to unsworn falsification to authorities.

SIGNATURE _____ DATE _____

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