

Upper Burrell Township/Burrell School District Local Services Tax (LST) Quarterly & Final Tax Returns

Effective January 1, 2008 , all employers with work sites within Upper Burrell Township/Burrell School District are required by law to deduct a Local Services Tax (LST) in the amount of \$52.00 from each employee employed at its work site(s) in Upper Burrell Township, **including owners, self-employed and sole proprietors.** If an employee will earn less than \$12,000.00 in gross wages and net profits for the calendar year, the employee can complete an upfront exemption certificate (download from www.newpa.com) and must submit said certificate to his or her employer and Upper Burrell Township. The LST Quarterly Remittance must be remitted to Upper Burrell Township at the address indicated 30 days following the end of each quarter. **NOTE:** The LST must be deducted from an employee’s paycheck on a pro-rata basis determined by the number of payroll periods established by an employer for the calendar year. For example, if paid biweekly or 26 times annually, the employer must deduct \$2 per pay period.

INSTRUCTIONS

1. Type or print your company name, street address and city, state and ZIP.
2. If you are self-employed, you will need to remit the LST on your own behalf.
3. Please include your Employer Identification Number/Social Security Number on each coupon.
4. Please sign, list your title, and date the quarterly tax return on the line provided.
- 5. Please make sure you attach a listing of name, SS#, and address of each employee and amount for each employee withheld.**

Upper Burrell Township LST Quarterly Tax Return

2nd Quarter

DUE: JULY 31, 20__

PLEASE REMIT TO:

Melissa Baronie, Tax Collector
 Upper Burrell Township
 297 Stoney Hill Road
 New Kensington, PA 15068
 Email: melissabaronetax@yahoo.com
 724-339-0762

Number of employees: _____

Self-employed: _____

Total Remittance Amount: _____

EMPLOYER -- (mailing address)

INCLUDE A LISTING OF NAME, SS#, ADDRESS OF EMPLOYEE AND AMOUNT OF LST WITHHELD.

EIN: _____

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct and complete return.

 Signature Title Date

Upper Burrell Township LST Quarterly Tax Return

1st Quarter

DUE: April 30, 20__

PLEASE REMIT TO:

Melissa Baronie, Tax Collector
 Upper Burrell Township
 297 Stoney Hill Road
 New Kensington, PA 15068
 Email: melissabaronetax@yahoo.com
 724-339-0762

Number of employees: _____

Self-employed: _____

Total Remittance Amount: _____

EMPLOYER -- (mailing address)

INCLUDE A LISTING OF NAME, SS#, ADDRESS OF EMPLOYEES AND AMOUNT OF LST WITHHELD.

EIN: _____

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct and complete return.

 Signature Title Date

ANNUAL RECONCILIATION OF LOCAL SERVICES TAX (LST) – 2022 – DUE: JANUARY 31, 20__

PLEASE REMIT TO:

Melissa Baronie, Tax Collector
 Upper Burrell Township
 297 Stoney Hill Road
 New Kensington, PA 15068
 Email: melissabaronetax@yahoo.com
 724-339-0762

EMPLOYER – (mailing address)

	# of Employees	Date Paid	Total Tax Paid
1 st Quarter	_____	_____	_____
2 nd Quarter	_____	_____	_____
3 rd Quarter	_____	_____	_____
4 th Quarter	_____	_____	_____

TOTAL

Attach a listing of the names, addresses, social security numbers and wages earned for all of your employees for the year

Upper Burrell Township LST Quarterly Tax Return

4th Quarter

DUE: JANUARY 31, 20__

PLEASE REMIT TO:

Melissa Baronie, Tax Collector
 Upper Burrell Township
 297 Stoney Hill Road
 New Kensington, PA 15068
 Email: melissabaronetax@yahoo.com
 724-339-0762

EMPLOYER -- (mailing address)

Number of employees: _____
 Self-employed: _____
 Total Remittance Amount: _____

INCLUDE A LISTING OF NAME, SS#, ADDRESS OF EMPLOYEES AND AMOUNT OF LST WITHHELD.

EIN: _____

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct and complete return.

 Signature Title Date

Upper Burrell Township LST Quarterly Tax Return

3rd Quarter

DUE: OCTOBER 31, 20__

PLEASE REMIT TO:

Melissa Baronie, Tax Collector
 Upper Burrell Township
 297 Stoney Hill Road
 New Kensington, PA 15068
 Email: melissabaronetax@yahoo.com
 724-339-0762

EMPLOYER -- (mailing address)

Number of employees: _____
 Self-employed: _____
 Total Remittance Amount: _____

INCLUDE A LISTING OF NAME, SS#, ADDRESS OF EMPLOYEES AND AMOUNT OF LST WITHHELD.

EIN: _____

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct and complete return.

 Signature Title Date