

2011

SPRINGFIELD TOWNSHIP and GROVE CITY AREA SCHOOL DISTRICT
INDIVIDUAL EARNED INCOME TAX RETURN

This return must be filed on or before April 16, 2012.

OFFICE USE ONLY

Receipt No. _____

Date _____

Remittance must be enclosed
Make check payable to:

Patricia Wimer
Receiver of Taxes
406 Old Ash Road
Mercer, PA 16137
TELEPHONE: (724) 748-4999
FAX: (724) 748-3859

Name and initial (if joint return, use names and initials of both) If last names are different, please file a second return. Soc. Sec. No.
Address Occupation
City, State and Zip Code Spouse's Soc. Sec. No.
If there has been a change in name or address during the past year, please indicate in space below. File only on the portion of the year you resided here. Spouse's Occupation
Address as of January 1, 2011 Date moved into Township
Address as of December 31, 2011 Date moved from Township Daytime Telephone Number:

ENTER ALL WAGES, SALARIES, BONUSES, COMMISSIONS, TIPS, AND OTHER COMPENSATION RECEIVED. DO NOT INCLUDE INTEREST OR DIVIDENDS. USE LOCAL OR STATE WAGES. DO NOT USE FEDERAL WAGES.

Table with 4 columns: Employer's Name, Workplace Location, Local Income Tax Withheld, Salary and/or Wages. Includes rows for W2s, adjustments (1-11), and totals.

I declare that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.

Signature of Person other than Taxpayer or Agent preparing Return Date Signature - do not use pencil Date
Name of Firm or Employer, if any Signature (If joint return) both husband and wife must sign Date

Every person sixteen years and over must file a final return even if he/she had no earnings.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes. Call your local tax office at the phone number located in the upper right corner of your individual earned income tax return if you wish to receive this information.

VIOLATIONS: ADDITIONAL FINES AND PENALTIES

Any person who fails, neglects or refuses to make any return required by the ordinances and or resolutions, any employer who fails, neglects or refuses to register or to pay the tax deducted from his employees, or fails, neglects, or refuses to deduct or withhold the tax from his employees, any person who refuses to permit the Income Tax Officer or any agent designated by him or her to examine his or her books, records and papers, and any person who knowingly makes any incomplete, false or fraudulent return, or attempts to do anything whatsoever to avoid the full disclosure of the amount of his net profits or earned income in order to avoid the payment of the whole or any part of the tax imposed by this ordinance and or resolution, shall, upon conviction thereof before a district justice having jurisdiction, or court of competent jurisdiction, be sentenced to pay a fine of not more than one hundred (\$100.00) dollars for each offense and costs, and in default of payment of said fine and costs to be imprisoned for a period not exceeding sixty (60) days.

WHITE COPY=RETURN TO RECEIVER OF TAXES; YELLOW COPY - KEEP FOR YOUR RECORDS

INSTRUCTIONS ON BACK

ATTACH COPIES OF W-2'S HERE

Individual Earned Income Tax Return Instructions

1. Use Local Wages and Local Tax from Boxes 18 and 19 of the W2 form. If local wages are not included in box 19, use state wages from box 16: do not use federal wages from box 1.
2. **Line 1.** Attach Pennsylvania Schedule UE to report business expenses. A refund will not be paid for expenses reported without a Pennsylvania Schedule UE. Receipts may be required. Do not deduct expenses for which you have no receipts.
3. **Line 2.** Enclose all applicable business loss forms. A business loss can now be offset against the profit of another business, but no longer against W2 wages. For joint returns, one spouse's business loss cannot offset the other spouse's business profits or wages.
4. **Line 4.** Enclose proper State Schedules to report net profits from business.
Note: Income from rental property is not considered earned income and is not taxable. Because of this, losses incurred on rental properties are not deductible as business losses. An entity managing or operating rental properties is considered a business and the net profit would be reported on an appropriate state or federal schedule.
5. If the taxing district of one or more of your employers has a local withholding tax rate higher than the 1% required by our district, please be aware they will only remit 1% to us therefore you may only claim 1% as an amount withheld. The balance is retained by that district and cannot be used in your calculations as taxes paid or for a refund.
6. Employed/ Self employed individuals who earn at least \$1,000 in Springfield Township are subject to the respective OP/LST taxes. The OP/LST tax should be added on line 10 to net amount due.
7. Attached copies of all W2 forms and form 1099-Misc. Returns must be signed by each taxpayer.
8. Taxpayers that file for an extension to file their federal tax return and/or file their local return after April 16th must pay a penalty of 1% per month due from April 16th.