

LS 1

LOCAL SERVICES TAX

EMPLOYER'S RETURN

(See below for instructions)

HEIDELBERG, LYNN, WEISENBERG AND LOWHILL TOWNSHIPS

PAYABLE TO:

HEIDELBERG/LYNN EARNED INCOME TAX BUREAU

6272 ROUTE 309 • NEW TRIPOLI, PA 18066-2030

PHONE: 610-767-6220 • FAX: 610-767-6988

NAME AND ADDRESS TAX YEAR ACCOUNT NUMBER

1. Total number of employees reported herewith	
2. Gross amount of tax (Line 1 x \$10.00)	
3. Penalty & Interest (1% per month)	
4. TOTAL - Including penalty and interest	

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION HEREIN CONTAINED IS TRUE AND CORRECT

AUTHORIZED SIGNATURE _____

DATE FILED _____

TAX BUREAU'S COPY

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EMPLOYER'S COPY

INSTRUCTIONS TO EMPLOYER

1. Submit LS 1 with all LS 2 deduction slips for the filing period. Total number employees on LS 1 must be equal to the number of LS 2's submitted with this report.
2. Forms must be filed with payment to Heidelberg/Lynn Earned Income Tax Bureau, 6272 Route 309, New Tripoli, PA 18066-2030.
3. **Penalty & Interest (1% per month) on returns filed after the due date shown.**
4. In the event that you have no employees from whom you are required to deduct tax, engaged in occupations within Heidelberg, Lynn, Weisenberg or Lowhill Township in the period shown, write the word NONE on line one (1) of Form LS 1 "Employer's Return," sign form and return to Heidelberg/Lynn Earned Income Tax Bureau, 6272 Route 309, New Tripoli, PA 18066-2030.
5. Retain all extra copies of Form LS 2, "Evidence of Deduction Certificate," for your use when hiring new employees, who do not have a receipt or a "Certificate" from a former employer. Additional forms will be sent on your request to Heidelberg/Lynn Earned Income Tax Bureau, 6272 Route 309, New Tripoli, PA 18066-2030.

TAXPAYER'S BILL OF RIGHTS DISCLOSURE STATEMENT

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling the Heidelberg/Lynn Earned Income Tax Bureau at 610-767-6220 during the hours of 8:00 a.m. to 4:00 p.m. on any weekday.

Due dates. Reports and payment are due for each quarter as follows:

Quarter covering	Jan, Feb, March	April, May, June	July, Aug, Sept	Oct, Nov, Dec
Due on or before	April 30	July 31	October 31	January 31