

Cumberland County Tax Bureau

21 Waterford Drive
Suite 201
Mechanicsburg, PA 17050
www.cumberlandtax.org

Telephone (717) 590-7997

Fax (717) 590-7998

Exemption Certificate Local Services Tax for Tax Year _____

A copy of this exemption from the Local Services Tax (LST), and all necessary supporting documents must be completed and presented **to your employer for your personnel file.**

Name: _____ SSN: _____

Address: _____ Phone Number: _____

City, State and Zip Code: _____

Reason for Exemption for Tax Year _____

(1) **Multiple Employers** – Please attach a current pay stub from your primary employer. We need the name of the employer, the length of the payroll period and the amount of LST withheld. **Please list all employers on page 2 of this certificate.** You must notify your other employers of a change in principal place of employment within two weeks of the change.

(2) Total Earned Income and Net Profits from all sources within _____
Municipality/School District
will be less than \$_____. Please attach a copy of all final pay stubs for the prior year from all employers.

If you are self-employed, please attach a copy of your PA Schedule C, F or RK-1 for the year prior to the year for which you are applying for exemption from the Local Services Tax.

(3) **Active Duty Military Exemption** – Please attach a copy of your orders directing you to active duty status. 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 or its successor declaring you to be completely and permanently disabled.

Employer:

1. Once you receive this exemption certificate, you shall not withhold LST for the portion of the calendar year for which this certificate applies unless you are otherwise notified or instructed by the tax collector to withhold the tax.
2. The municipality is required by law to exempt an employee from LST when their earned income from all sources (employers and self-employment) within a single municipality is less than \$12,000.00 when the combined rate exceeds \$10.00.
3. The school district for the municipality in which your worksite(s) is located may or may not levy a LST. If it does, the income exemption provided may differ from the municipality and can be anywhere from \$0.00 to \$11,999.00. Please contact the tax office where your worksite(s) is located to obtain this information.

List all places of employment for the applicable tax year, with your primary employer in the section noted and your secondary employers in the other columns. If you are self-employed, write *Self* on the form.

(1) Primary Employer

(2)

(3)

| | | | |
|---------------------|--|--|--|
| Employer Name | | | |
| Street Address | | | |
| City State Zip | | | |
| Municipality | | | |
| Phone | | | |
| Start Date | | | |
| Term Date | | | |
| Status (F/T or P/T) | | | |
| Gross Earnings | | | |

(4)

(5)

(6)

| | | | |
|---------------------|--|--|--|
| Employer Name | | | |
| Street Address | | | |
| City State Zip | | | |
| Municipality | | | |
| Phone | | | |
| Start Date | | | |
| Term Date | | | |
| Status (F/T or P/T) | | | |
| Gross Earnings | | | |

All information received by the Cumberland County Tax Bureau is considered confidential and is only used for official purposes in the collection, administration and enforcement of the Local Services Tax.

I declare under penalty of law that the information stated on and attached to this form is true and correct.

Signature: _____

Date: _____