

LOWER NAZARETH TOWNSHIP

EARNED INCOME TAX OFFICE

Refer to Instructions
On Reverse Side

306 Butztown Road, Bethlehem, PA 18020
(610) 759-7434 ext. 1001 (610) 746-3317 (Fax) www.lowernazareth.com

File this return with the Income Tax Office on or before **April 15,**

FINAL INDIVIDUAL EARNED INCOME TAX RETURN

FOR CALENDAR YEAR

NAME
ADDRESS

Social Security Number

Occupation

(Please make any necessary corrections)

IF YOU HAVE MOVED WITHIN THE ABOVE YEAR, PLEASE COMPLETE THIS SECTION.

CURRENT ADDRESS

DATE MOVED

FORMER ADDRESS

1. W-2 AND 1099 ATTACH W-2 AND/OR 1099 FOR EACH EMPLOYER IF NO EARNINGS - INDICATE "NONE" ON LINE 1	1	
2. LESS: UNREIMBURSED EMPLOYEE BUSINESS EXPENSES ATTACH FORM PA-JE	2	()
3. TAXABLE W-2 EARNINGS (Subtract Line 2 from Line 1)	3	
4. OTHER TAXABLE EARNED INCOME (Do Not Include Interest, Dividends or 1099-G Income)	4	
5. NET PROFIT FROM BUSINESS ATTACH PA SCHEDULE C, F OR RK-1 AND/OR NRK-1 (NO S-CORP)	5	
6. LESS: SELF EMPLOYED NET LOSS ATTACH PA SCHEDULE C, F OR RK-1 AND/OR NRK-1 (NO S-CORP)	6	()
7. TAXABLE BUSINESS OR PROFESSION EARNINGS (Subtract Line 6 from Line 5) If Line 6 is greater than Line 5, ENTER "ZERO" on Line 7	7	
8. TOTAL TAXABLE EARNED INCOME AND NET PROFITS (Line 3 plus Line 4 plus Line 7)	8	
9. CALCULATION OF TAX (Multiply Line 8 by 1.2%)	9	
10. CREDIT: LOCAL TAX WITHHELD BY EMPLOYERS PER W-2	10	
11. CREDIT: QUARTERLY ESTIMATED PAYMENTS AND CARRYOVER CREDIT	11	
12. CREDIT: OUT-OF-STATE TAX CREDIT ATTACH PA AND OTHER STATE TAX RETURNS AND WORKSHEET - DO NOT INCLUDE NJ STATE TAX	12	
13. TOTAL CREDITS (Add Lines 10, 11 and 12)	13	
14. TOTAL BALANCE DUE (Subtract Line 13 from Line 9) IF \$1.00 OR LESS, ENTER ZERO	14	
15. PENALTY AND INTEREST OF 1% PER MONTH (if filed after April 15 th)	15	
16. PENALTY AND INTEREST FOR FAILURE TO FILE ESTIMATED PAYMENTS THROUGHOUT THE YEAR (7.5% of Line 14)	16	
17. TOTAL BALANCE DUE (Add Lines 14, 15 and 16) Make check payable to: LNT EIT YOU MAY NOT USE A REFUND FROM ONE SPOUSE TO OFFSET A BALANCE DUE FOR THE OTHER	17	
18. IF LINE 13 IS LARGER THAN LINE 9, YOU ARE ENTITLED TO EITHER A REFUND OR CREDIT (No refunds or credits of \$1.00 or less)	18	
19. OVERPAYMENT TO BE REFUNDED	19	
20. OVERPAYMENT TO BE CREDITED TO NEXT YEAR'S TAX	20	

PAYER - I declare under the penalties of perjury 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

Telephone

Date

**Final returns must be filed separately and signed by the taxpayer.
Failure to file can result in a fine of not more than Five Hundred Dollars (\$500.00).**

PREPARER (other than taxpayer) - I declare, under the penalties of perjury that I prepared this return for the person named herein; and that this return (including any accompanying schedules and statements) is the best of my knowledge and belief, a true, correct, and complete return based on all the information relating to the matters require to be reported in this return of which I have any knowledge.

(Individual or Firm Signature)

(Address)

(Telephone)

(Date)

Mail Return to: **LOWER NAZARETH TOWNSHIP EARNED INCOME TAX OFFICE**
306 Butztown Road, Bethlehem, PA 18020

IF PROPER SCHEDULES AND FORMS ARE NOT ATTACHED NO REFUNDS WILL BE MADE

PLEASE ATTACH W-2S/1099S HERE

INSTRUCTIONS FOR FILING EARNED INCOME TAX FINAL RETURN

WHO MUST FILE - Every person who was a resident of Lower Nazareth Township for any portion of the calendar year whether tax is due, refund/credit is due, tax is withheld, **OR YOU HAVE NO EARNED INCOME**. If a person has no earned income to report, the word "none" shall be indicated on Line 1 of the tax return, and the return shall be signed, dated and returned to the tax office with an explanation (military service, retired, disability, homemaker, unemployed, student, etc.) on the occupation line. Students and retirees with earned income must file a tax return regardless of the amount earned. **Failure to receive a form is not an excuse for non-filing. If you filed your Federal and State returns electronically, you must still file the local return with this office.**

TIME AND PLACE TO FILE - Forms and the tax owed are due by April 15. Mail completed returns along with all attachments to LNT EIT, 306 Butztown Road, Bethlehem, PA 18020.

EXTENSIONS - A copy of the Federal Extension MUST BE RECEIVED in this office by April 15. **There is no provision authorizing an extension of time for payment of tax (penalties and interest will be due on any late payments).**

WHAT IS INCLUDED IN EARNED INCOME - Salaries, wages, commissions, bonuses, incentive payments, stock options, fees, tips, fellowships, patent and royalty income, jury duty, inactive reserve military pay earned within the Commonwealth of PA, early retirement incentives, vacation pay received from Union Health and Welfare Benefit Funds (I.L.G.W.U. payments), withholding taxes assumed by employer, sick pay received as regular salary, payments for annual leave, vacations, holiday, separation pay (severance pay), stipends paid to graduate assistants, net profits from the operation or ownership of a business, profession or other activity and any deferred compensation.

NOTE: Effective tax year 2009 pursuant to Act 32, business losses can be used to offset net profits from other business only, not against W-2 earnings.

WHAT IS NOT SUBJECT TO THE TAX - Social Security payments, unemployment compensation, pensions (only if they have a code #4 or #7 in Box 7 of the 1099-R), insurance proceeds, gifts, bequests and inheritances, wages paid to persons on active military service (including active duty reserve pay earned outside the Commonwealth of PA), workmen's compensation, interest, dividends, capital gains, lottery winnings, incidental rental income, income from investment partnerships, and Sub-Chapter S corporations.

ALLOWABLE EXPENSES - The fact that an expense is deductible for Federal tax purposes does **NOT** mean that it is an allowable business expense for Earned Income Tax purposes. **To be allowed the expense must be ordinary, reasonable and necessary (required by the employer).** Examples of deductible expenses include: union dues, license fees, cost of small tools, uniforms and work clothing not suitable for everyday use. Examples of expenses (but not limited to) which may **NOT** be deducted are: travel to and from work, cost of meals and lodging for salesmen and truck drivers, etc., unless the "away from home overnight" test established by the Federal Government is met, club memberships, and educational expenses not required by the taxpayer's employer to keep his/her present job, Self-Employed Retirement Plans, Individual Retirement Accounts (IRA), or Keogh Plans. Copy of Schedule PA UE must be attached. If PA Schedule PA UE states for example "Statement 1", the details of Statement 1 need to be included. If no verifying paperwork is attached for a deduction used, the deduction will not be allowed.

Business Use of Home Deductions are only allowed if the resident obtained a Home Office Permit from the Township. Once you obtain the Home Office Permit, you are allowed to take up to 25% of total floor area of your home (per 2001 LNT Zoning Ordinance) as a deduction as long as you provide your Federal Form 8829 along with your tax return.

CREDIT FOR TAX PAID TO ANOTHER STATE - The following States are excluded from this credit due to reciprocal agreements made with PA: New Jersey, Maryland, Ohio, Indiana, Virginia or West Virginia. To calculate the credit, a worksheet is available upon request. No credits will be issued unless the return includes a copy of the PA State Return, PA Schedule G (worksheet showing credit available for PA) and other State Tax Return along with our worksheet completed.

PAYMENTS OR REFUNDS - Payments of less than \$1.00 are not required. Refunds or credits of less than \$1.00 will not be issued. No refunds or credits will be allowed for any overpayment made to Philadelphia. If you work in the City of Pittsburgh and the Pittsburgh Earned Income Tax was withheld by your employer for the City of Pittsburgh, you must apply for a refund directly from the City of Pittsburgh. You will need to file your local earned income tax and pay any taxes due Lower Nazareth Township and then apply for a refund from the City of Pittsburgh. To obtain refund forms from the City of Pittsburgh, you may call 412-255-2524 or you can download the forms from their website at www.city.pittsburgh.pa.us/finance. Before these refund request forms can be filed with the City, you must have the form signed by your LNT EIT tax collector to verify that taxes for the year in question have been paid to the proper taxing authority.

LATE PAYMENTS - Add 1% interest and penalty charges per month or fraction thereof on the balance due on Line 14. Report the penalties and interest on Line 15. If an individual was on the list to pay quarterly estimated payments and they did not make any payments, please calculate the penalties and interest of 7.5% of the amount on Line 14. Report these penalties and interest on Line 16. If unsure if you owe any penalties and interest, please call the tax office. Payments of penalties and interest paid in error or overpaid will be retained by the tax office.

QUARTERLY ESTIMATED PAYMENTS - You are required to pay tax during the year on Quarterly Estimated Payments if your employer does not withhold the tax, employer withholds the tax but not the entire 1.2% (if the additional amount not withheld is over \$100.00 annually), or you are self-employed. Failure to file and pay quarterly estimated payments will result in interest and penalties on each quarter received late. Forms may be obtained from the EIT Office or our Township website www.lowernazareth.com.

TAXPAYERS 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 the Earned Income Tax.

Call tax office at 610-759-7434, ext 1001 during the hours of 7:30 am to 3:30 pm, Monday thru Friday if you need information or assistance.