

**SCOTT TOWNSHIP / CHARTIERS VALLEY SCHOOL DISTRICT
LOCAL SERVICES TAX- REFUND APPLICATION**

TAX YEAR _____

APPLICATION FOR REFUND FROM LOCAL SERVICES TAX

- A copy of this application for a refund of the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to the tax office charged with collecting the Local Services Tax.
- This application for a refund of the Local Service Tax must be signed and dated.
- **No refund will be approved until proper documents have been received.**

Name: _____ Soc Sec#: _____
Address: _____ Phone: _____
City/State: _____ Zip: _____

REASON FOR REFUND – CHECK ALL THAT APPLY

1. _____ I had the tax withheld when it should have been exempted. You must attach a copy of your exemption certificate filed with your employer to claim the exemption.

2. _____ **MULTIPLE EMPLOYERS:** You must attach a copy of a current pay statement from your employer that shows the name of your employer, the length of the payroll period and the amount of Local Services Tax withheld. Please list all employers on the second page of this form.

3. _____ **TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WAS LESS THAN \$12,000.** You must attach a copy of your signed PA State Income Tax Return and a pay stub from your employer reflecting the \$52.00 was actually withheld. (Earnings from All sources **MUST** be less than \$12,000)

If you are self-employed, please attach a copy of your PA Schedule C,F, Or RK-1 along with your PA State Income Tax Return.

4. _____ **ACTIVE DUTY MILITARY EXEMPTION:** Please attach a copy of your orders directing you to active duty status.

5. _____ **MILITARY DISABILITY EXEMPTION:** Please attach copy of your discharge orders and a statement from the United States Veterans Administration or its successor declaring your disability to be a total one hundred percent disability.

Scott Township Tax Office 301 Lindsay Rd Carnegie, Pa 15106 Phone # 412-276-5302