

TOWNSHIP OF SOMERSET

EARNED INCOME TAX OFFICE
 P.O. BOX 146
 SOMERSET, PA 15501
 Telephone (814) 443-3020

FINAL EARNED INCOME TAX OFFICE

READ INSTRUCTIONS ON REVERSE

This return must be completed and filed, by all persons subject to the tax, prior to April 15 even though the entire tax was withheld by the employer and/or no tax is due.

TAX YEAR _____
 TELEPHONE # _____
 MUNICIPALITY _____
 RESIDENT _____

FULL YEAR
 PARTIAL YEAR FROM _____ TO _____

Enter SS# - - -	Enter SS# - - -
ACCOUNT #	ACCOUNT #

		TAXPAYER	SPOUSE
1	Gross earnings as reported on W-2s	1	
2	Allowable non-reimbursed employee business expenses	2	
3	Subtotal (Line 1 minus line 2)	3	
4	Taxable Net Profits from Business, Profession and Farm	4	
5	Total Taxable Earned Income and Net Profits (Line 3 plus line 4)	5	
6	Total tax liability (Multiply line 5 by tax rate) 1/2 of 1% (.005)	6	
7	Tax withheld by employer	7	
8	Estimated tax payments	8	
9	Credit for taxes paid to other states	9	
10	Other credits	10	
11	Total payments and credits (Add lines 7, 8, 9 and 10)	11	
12	Tax due with this return (If line 11 is less than line 6)	12	
13	Penalty and interest for late final return payment	13	
14	Total payment due (Lines 12 and 13)	14	
15	Total Overpayment (If Line 11 is greater than line 6)	15	
16	Amount to be refunded	16	

Under penalty of perjury, I declare that I have examined the return and to the best of my knowledge and belief, it is true, correct and complete.

Taxpayer's Signature _____ Date _____

Spouse's Signature _____ Date _____

Taxpayer's Daytime Phone No. _____

Prepared by Other Than Taxpayer _____ Date _____

Preparer's Phone No. _____

PLEASE RETURN ORIGINAL - MAKE A COPY FOR YOUR RECORDS!!

INSTRUCTIONS FOR FINAL TAX RETURN

LINE 1- TOTAL EARNED INCOME AND COMPENSATION. Compensation includes income reported on line 1a of the PA-40 less **Minister's housing allowance and Active Duty Military Pay**. Copies of all **W-2 forms, 1099-Misc. And 1099-R** must be included with the return.

LINE 2- LESS ALLOWABLE EMPLOYEE BUSINESS EXPENSES. Business expenses will not be processed as a deduction without documentation. Attach **PA Schedule UE form**. **PERSONAL EXPENSES ARE NOT DEDUCTIBLE.**

LINE 4- NET PROFITS FROM BUSINESS PROFESSION OR FARM. Taxable net profits may include net profits from a business, profession or other activity, except corporations. Supporting documents shall include but not be limited to **PA schedules C and K-1**

LINE 5- TOTAL EARNED INCOME AND NET PROFITS. Total of line 3 plus line 4.

LINE 6- TAX LIABILITY. Multiply line 5 by $\frac{1}{2}$ of 1% (.005) to determine tax liability.

LINE 7- TAX WITHHELD BY EMPLOYER. $\frac{1}{2}$ of 1% (.005) per W-2 – attach copies of all **W-2 forms**.

LINE 9- CREDIT FOR TAXES PAID TO OTHER STATES. Copy of each **PA Sch. G** must accompany return.

LINE 10- OTHER CREDITS. Other credits may include but are not limited to taxes paid to Philadelphia or local taxes paid in other states.

LINE 12- TAX DUE WITH THIS RETURN. If line 11 is less than line 6 enter the amount due. Do not send any amount less than \$1.00.

LINE 13- PENALTY AND INTEREST DUE FOR LATE FINAL RETURN PAYMENTS. All returns filed after April 15 will be assessed penalty and interest at the rate of 1% per month for each month or portion of a month that the payment is late.

LINE 14- TOTAL PAYMENT DUE. Add lines 12 & 13 for the total amount due with your return.

LINE 15- OVERPAYMENT IF LINE 11 IS GREATER THAN LINE 6.

LINE 16- AMOUNT TO BE REFUNDED. Enter amount to be refunded directly to taxpayer.

DOCUMENTATION

Documentation of earnings (W-2 form(s) and/or 1099 forms) must accompany returns. If you are claiming business expenses you must also include both the Federal 2106 and PA Schedule UE. Any taxpayer claiming Net Profits must also enclose copies of Sch. C, E, F and/or K-1. **TAX RETURNS WITHOUT PROPER DOCUMENTATION WILL BE CONSIDERED INCOMPLETE. REFUNDS OR CREDITS WILL NOT BE ISSUED WITHOUT PROPER DOCUMENTATION.**

FAILURE TO FILE

Failure to file a tax return does not relieve the taxpayer of the responsibility of filing a tax return and of paying the tax. Failure to file may result in a fine up to \$500.00 per year, plus penalty and interest charges.

SOMERSET TOWNSHIP TAXPAYERS BILL OF RIGHTS NOTICE

You are entitled to receive written explanation of your rights with regard to the assessment, audit, appeal, enforcement, refund, and collection of certain Somerset Township taxes. The written explanation is entitled "Somerset Township Taxpayers Bill of Rights Disclosure Statement." Upon receiving a request from you, the Township will give you a copy of the Disclosure Statement at no charge. You may request a copy in person, or by mailing a request to the following address: 2209 North Center Avenue, Somerset, PA 15501-7443. A copy will also be mailed to you if you call the Township at the following number: 814-445-4675. You may call the above number or appear in person at the above address to request a copy during the hours of 8:30a.m. to 4:00p.m. on any weekday other than a holiday.