

Palmer Township EIT Office

3 Weller Place P.O. Box 3039
 Palmer, PA 18043-3039
 (610) 253-7191 Fax (610) 253-9957
 www.palmertwp.com

Earned Income Tax Return

Year	
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File this return on or before April 15th
Make checks payable to:
Palmer Township EITO

NAME AND COMPLETE ADDRESS

Borough/Township:	

Please complete the section below if you were only a part year resident in 2009. This return should be calculated on your period of residency in Palmer.

Present Address: _____ Boro/Twp. _____ From ____/____/____
 To ____/____/____

Former Address: _____ Boro/Twp. _____ From ____/____/____
 To ____/____/____

Staple W-2 here, Schedule on back side	If you had NO EARNED INCOME, circle the reason, sign and return. Disabled Deceased Homemaker Student* Unemployed Military Retired Non-resident**	Name	
		social Security #	social Security #
1. Gross Earned Income (attach w-2) (Use box 18, if blank use 16, NY wages must use box 5)		1	
2. Less: Employee Business Expense (attach PA Schedule UE) (If not attached, you will be billed the amount of deduction)		2	() ()
3. Line 1 less Line 2 (Not less than zero)		3	
4. Net Profits and/or Losses (Not less than zero) (attach PA Schedule C, F, or RK-1)(NO S-CORP)		4	
5. Total of Lines 3 & 4		5	
6. Tax (1% of Line 5)		6	
7. Local 1% tax withheld by employers (Box 19)		7	
8. Quarterly payments and/or prior year credits (2009 payments made after date shown must be added)		8	
9. Credit for taxes paid to other states (Refer to line 9 instructions on back)		9	
10. Total of Lines 7, 8, & 9		10	
11. If line 6 is larger than Line 10, enter balance due		11	
12. Penalty and interest of 1% per month (if not paid by April 15th)		12	
13. Penalty for failure to file estimates (8% of Line 11)		13	
14. a. Late fee of \$10.00 if filed after April 15th. b. Late fee of \$10.00 per quarter for failure to file estimates.		14	
15. Total of Lines 11, 12, 13, & 14 Amount Due Make checks payable to: Palmer EITO Payments of \$.99 or less are not required, nor will be refunded.		15	
Omit payment if less than \$1			
16. If Line 10 is greater than Line 6, enter overpayment option Refund Credit Note: No refunds will be issued unless all supporting documents are attached.			
No refunds or credits of less than \$1			

Please Sign Here	Under penalties of perjury I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.		
	Your Signature:	Occupation:	Preparer:
	Spouse Signature:	Occupation:	Address:
	Phone #:	Date:	Phone:

IMPORTANT - THE ACCOMPANYING TAX RETURN(S) MUST BE FILED WITH THIS OFFICE BY APRIL 15TH EVEN IF NO TAX IS DUE OR IF ALL HAS BEEN WITHHELD BY YOUR EMPLOYER. FAILURE TO FILE YOUR RETURN(S) MAY SUBJECT YOU TO A \$500 FINE.

WHO MUST FILE A FINAL RETURN - All residents of Palmer Township who have earned income and net profits and self-employed non-residents working in Palmer Township, who are not required to pay a similar tax elsewhere. If you had no earned income to report, the word "none" shall be entered on the Return and it shall be signed, dated and returned to the officer with an explanation (retired, military, disability, laid off, etc.).

WHO MUST FILE ESTIMATED TAX - All taxpayers who anticipate earned income or net profits in excess of \$30,000 in a given calendar or fiscal year, if the tax due is not withheld by the employer(s). Quarterly payments of one-fourth (1/4) of the total estimated tax due for the year shall be made as follows:

Self-Employed – Payments are due on or before April 30th, July 31st, October 31st, January 31st.

Out-of-State Employee – Payment of tax owed for wages earned during the preceding 3-month period ending March 31st of the current year, June 30th of the current year, September 30th of the current year and December 30th of the current year. Due dates are April 30th, July 31st, October 31st and January 31st.

NON-COMPLIANCE - All Returns and/or quarterly payments filed after the date such Returns and/or quarterly payments are required to be filed, shall be subject to a late filing fee of \$10.00.

NON-SUFFICIENT FUNDS - If for any reason a taxpayer's check is rejected by the banking institution, the taxpayer shall be charged a \$25.00 fee. The taxpayer shall bring in cash or send a certified check or money order to cover the check.

EXTENSIONS - Extensions: We require a copy of your Federal Extension Form. It must be received at this office on or before April 15th. There is no provision authorizing an extension of time for payment of tax.

SECTION 406 - If for any reason the tax is not paid when due, interest at the rate of six percent (.06) per annum on the amount of said tax, and an additional penalty of one-half of one percent (.005) of the amount of the unpaid tax for each month or fraction thereof during which the tax remains unpaid, shall be added and collected. Where suit is brought for recovery of any such tax, the person liable therefore shall, in addition, be liable for the cost of collection and interest and penalties herein imposed.

EFFECTIVE DATES FOR THIS TAX – This return covers the taxable period from January 1 through December 31 each year.

SIGNATURE VERIFICATION - You have not filed a valid tax return unless you sign and date it. You are entitled to receive a written explanation of your rights with regards to the audit, appeal, enforcement, refund and collection of local taxes by calling the Palmer Twp. EIT Office at (610) 253-7191 during the hours of 8:30 AM to 4:30 PM, Monday through Friday.

WHAT IS INCLUDED IN EARNED INCOME – Examples of earned income (without intending in any way to limit the provisions of the Resolutions/Ordinances of these examples) are salaries; wages; commissions; bonuses; drawing accounts (if amounts received as a drawing account exceed the salary or commissions earned, the tax is payable on the amounts received. If the employee subsequently repays to the employer any amounts not in fact earned, the tax shall be adjusted accordingly.); incentive payments; tips; fees; benefits accruing from employment, including, but not limited to, annual leave, vacation, holiday, sickness and separation benefits (severance pay, etc.); taxes assumed by the employer for the employee; regular wages received during a period of sickness or disability; deferred annuity payments, National Guard pay (except active duty), 1-W classification pay; stipends paid to graduate assistants; all other forms of compensation for an employee's services. Neither the kind nor rate of payment, nor the manner of employment, exempts an employee from the tax. Compensation received in the form of property shall be taxed at its fair market value at the time of receipt.

WHAT IS INCLUDED IN NET PROFITS – Examples of "net profits" (without intending in any way to limit the provisions of the Resolution/Ordinances to these examples) are: the net profits of a business or profession or of farm operations conducted by an individual or by a husband and wife, as computed according to the laws, regulations and procedure for computing Federal Income Tax "net profits" or "Net farm profits" as required to be reported on Federal and State Income Tax Forms; receipts reportable for Federal and State Income Tax purposes, as derived from a fiduciary, partnership, small business corporation or joint venture, except any portion thereof resulting from things not taxed by the Resolution/Ordinances (such as capital gains, real estate, rental or interest); royalties received by authors, inventors, etc.; income from profits of an enterprise, venture or other activity whether such activities are conducted within or outside the Taxing District. **PLEASE NOTE** – Effective tax year 2009, pursuant to Act 32, business losses can be used to offset net profits from another business.

WHAT IS NOT SUBJECT TO THE TAX – The following are not considered to be earned income and are not subject to the tax: sickness, disability or retirement benefits paid (except regular wages); payments made under any public assistance or unemployment compensation legislation; compensation or bonuses paid by a State or the United States for active military service in the Armed Forces, except National Guard and 1-W pay; death benefit payments to an employee's beneficiary or estate, whether payable in a lump sum or otherwise; proceeds of the Life Insurance policies; cash or property received as a gift by Will, or by statutes or descent and distribution; interest and dividends; rents derived from mere "passive" or "Investment" ownership or subleasing of real estate without the furnishing by the lessor of services to the leased premises or to the lessee other than gas, electricity, water, sewage and heat (Such rents are considered to be the return solely from invested capital and net profits from the operation of a business activity or enterprise taxed by the Resolution/Ordinances.) Furnishing of services to common portions and general preservation of rented real estate shall not make rents described in the paragraph taxable; value of meals and lodging furnished to domestics or other employees by the employer for the latter's convenience; capital gains; social security benefits; sub-chapter S corporation earnings; payments received from annuities and deferred income plans; damages for personal injuries; scholarships; sub-pay; profits from limited partnerships engaged in real estates, oil, gas, mining leases or other similar investments.

UNREIMBURSED BUSINESS 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 an allowable business expense, the expense must be ordinary, actual, reasonable and necessary. Examples of deductible expenses include: union dues, license fees, cost of small tools, uniforms and work clothing not suitable for everyday use. Examples (but not limited to) of expenses, 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 is established by the Federal Government is met; dues to Chambers of Commerce or recreational club memberships; occupational privilege taxes; fines; penalties; office space and facilities unless required by employer; personal expenses such as medical contributions, interest, other taxes, educational expenses not required by the taxpayer's employer to keep his present job and moving expenses not required by present employer, child care, etc.; Self-Employed Retirement Plans, Individual Retirement Accounts (IRA) or Keogh Plans.

LINE 9 INSTRUCTIONS – The following States are excluded from this credit due to reciprocal agreements made with PA: New Jersey, Indiana, Maryland, Ohio, Virginia and West Virginia. To assist you in calculating this credit, a worksheet is available on our website www.palmerwp.com. No credits will be issued unless the return includes a copy of the PA Schedule G (worksheet showing credit available for PA) and the other State Tax Return.