

# Borough of East Petersburg 2024 LST Quarterly Tax Return

Effective January 1, 2010, all employers with work sites within the Borough of East Petersburg are required by law to deduct a Local Services Tax (LST) in the amount of \$52.00 from each employee employed at its work site (s) in the Borough of East Petersburg, including owners, self-employed and sole proprietors. If an employee earns less than \$12,000.00 in gross wages and net profits for the calendar year, the employee can complete an upfront exemption certificate and must submit said certificate to his or her employer and the Borough of East Petersburg. The LST Quarterly Remittance must be remitted to the Borough of East Petersburg at the address indicated 30 days following the end of each quarter. NOTE: The LST must be deducted from an employee's paycheck on a pro-rata basis determined by the number of payroll periods established by an employer for the calendar year. For example, if paid biweekly or 26 times annually, the employer must deduct \$2 per pay period. NEW, EXEMPTION, AND REFUND FORMS ARE AVAILABLE ON THE BOROUGH'S WEBSITE: [www.eastpetersburgborough.org](http://www.eastpetersburgborough.org)

## INSTRUCTIONS

1. Type or Print your company name, street address, and city, state, and zip. You may also note a mailing address.
2. If you are self-employed, you will need to remit the LST on your own behalf (enter "self" under the # of Employees heading). If you do not handle, please forward to your Accountant or Payroll Company.
3. Please include your Employer Identification Number/Social Security Number on each coupon.
4. Please sign, list your title, and date the quarterly tax return on the lines provided.

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### Borough of East Petersburg 2024 LST Quarterly Tax Return      2<sup>nd</sup> Quarter      Due: July 31, 2024

Please remit to:

**Borough of East Petersburg**  
**6076 Pine Street, Suite A (new address)**  
**East Petersburg, PA 17520**

# of Employees

Remittance Amount

#### EMPLOYER

#### LOCATION (if different than Employer Address)

#### EIN/SSN

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct, and complete return.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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### Borough of East Petersburg 2024 LST Quarterly Tax Return      1<sup>st</sup> Quarter      Due: April 30, 2024

Please remit to:

**Borough of East Petersburg**  
**6076 Pine Street, Suite A (new address)**  
**East Petersburg, PA 17520**

# of Employees

Remittance Amount

#### EMPLOYER

#### LOCATION (if different than Employer Address)

#### EIN/SSN

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct, and complete return.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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4. Please sign, list your title, and date the quarterly tax return on the lines provided.

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### Borough of East Petersburg 2024 LST Quarterly Tax Return      4<sup>th</sup> Quarter      Due: January 31, 2025

Please remit to:

**Borough of East Petersburg**  
**6076 Pine Street, Suite A (new address)**  
**East Petersburg, PA 17520**

# of Employees

Remittance Amount

#### EMPLOYER

#### LOCATION (if different than Employer Address)

#### EIN/SSN

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct, and complete return.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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### Borough of East Petersburg 2024 LST Quarterly Tax Return      3<sup>rd</sup> Quarter      Due: October 31, 2024

Please remit to:

**Borough of East Petersburg**  
**6076 Pine Street, Suite A (new address)**  
**East Petersburg, PA 17520**

# of Employees

Remittance Amount

#### EMPLOYER

#### LOCATION (if different than Employer Address)

#### EIN/SSN

I declare under penalties provided by law that this return has been examined by me and to the best of my knowledge is a true, correct, and complete return.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_