

INSTRUCTIONS FOR FINAL TAX RETURN

WHO MUST FILE:

Any resident or part year resident of Abington Heights School District/South Abington Township who had earned income and/or net profits during any part of the tax year must file an earned income tax return. This return must be filed even though your tax was fully withheld with no tax due. If you received a final return but had no earned income and/or net profits during any part of the tax year, please indicate the reason next to your name, sign and send the return to the tax office.

TIME AND PLACE TO FILE:

The earned income tax return must be filed on or before April 15th, or designated day by the federal government. The return may either be mailed to the EIT Office, 104 Shady Lane Road, P O Box 105, Chinchilla PA 18410 or filed in person.

PAYMENTS OR REFUNDS:

Payments of less than \$1.00 are not required. Refunds of less than \$1.00 will not be made.

FAILURE TO FILE:

Failure to receive an earned income tax return does not relieve you of the responsibility to file a return. Failure to file a return may result in a fine of up to \$500.00.

COMPLETION OF FORM

Please indicate full or part year resident and change of address (if applicable). File with each municipality for the appropriate time period in each.

LINE 1. Taxable Earnings include: (1) Salaries & Wages (2) Vacation Wages (3) Commissions (4) Bonuses (5) Tips (6) Fees (7) Drawing Accounts (8) Incentive Payments (9) Interest on premature 401(d) distributions (10) Sick Benefits received as regular salary or by virtue of a contract with employer (11) Fellowship (12) Inactive Military Pay (13) Patent and Royalty income (14) Jury Duty (15) Exercised Stock Options from employers. W-2's, 1099MISC and 1099R must be included with form. **NON TAXABLE INCOME includes** (1) Social Security Benefits (2) Cafeteria Plans (3) Retirement Pay (4) Pension (5) Disability Benefits (6) Capital Gains and Losses (7) Active Duty Military Pay (8) Death Benefits (9) Sick Benefits received from insurance (10) Income from stocks and trusts (11) Proceeds of life insurance policies (12) Gifts and Bequests (13) Public Assistance (14) Unemployment Compensation (15) Lottery or Gambling Winnings (16) Union Dues
This list of examples of taxable and non-taxable earnings not intended to be all inclusive. If you have questions as to what income is taxable, please consult with your tax advisor or contact this office at 570-587-0761, or email sattax@comcast.net.

W-2'S MUST BE ATTACHED TO THE FORM

LINE 2. Deduct allowable employee business expenses. Business expenses will not be processed as a deduction without documentation. Attach PA Schedule UE or federal form 2106.

LINE 3. Taxable earned income equals Line 1 minus Line 2.

LINE 4. Add net business or self-employment profit. Net profits are the net income from the operation of a business, profession or other activity, except corporations. Supporting documents shall include, but are not limited to PA Schedules C, F, RK-1 and E. If net loss, enter zero. This change is new for 2009. In accordance with Act 32 of 2008, Section 303 of the Department of Revenue's Tax Reform code of 1971 will be used; therefore, earned income does not include offsets for business losses.

LINE 5. Subtotal. Line 3 + Line 4.

LINE 6. Calculation of tax. Line 5 multiplied by .005 **ONE HALF OF ONE PERCENT**

LINE 7. Estimated payments. All payments received throughout the year made by you; refer to your payment records.

LINE 8. All payments withheld by your employer (use box 19 on your W-2).

LINE 9. Self explanatory.

LINE 10. Miscellaneous credit. May include but are not limited to taxes paid to Philadelphia or local taxes paid in other states. A credit shall be allowed on the return for those taxpayers who file and pay non-resident taxes to the State of New York, Delaware and other states except those listed below. To calculate the credit, a worksheet (Form FR1/OS) is available upon request. Attach the completed worksheet, along with PA Schedule G and other state non-resident income tax return(s) when filing your return. **NO CREDITS ARE ALLOWED FOR STATE INCOME TAX PAID TO STATES THAT RECIPROCATATE WITH PA. THESE STATES ARE INDIANA, MARYLAND, NEW JERSEY, OHIO, VIRGINIA AND WEST VIRGINIA.**

LINE 11. Total credits. Add lines 7, 8, 9 and 10.

LINE 12. OVERPAYMENT if line 11 is greater than line 6. Please check if you want a refund, credit to spouse or credit to next year.. No credit or refund will be issued in amounts under \$1.00. Refund/credit may be reduced by any tax liability for prior tax year(s).

CREDIT OR REFUND WILL NOT BE ISSUED UNLESS PROPER DOCUMENTATION IS RECEIVED.

LINE 13. TAX DUE with this return. If line 6 is greater than line 11, enter the amount due. **DO NOT SEND ANY AMOUNT LESS THAN \$1.00.**

LINE 14. If for any reason the tax is not paid when due, interest at the rate of six percent per annum on the balance due, and an additional penalty of one-half of one percent of the amount of the unpaid tax for each month or fraction thereof during which the tax remains unpaid, shall be added and collected. If an IRS extension (Form 4868 or 2688) has been filed, add .5% interest per month after April 15. A copy of the IRS extension must be attached.

LINE 15. Amount Due. Add lines 13 and 14 for the total amount due with your return.

GENERAL INFORMATION

Forms can be found online at www.southabington.net by selecting the TAX COLLECTION button. The choice of form then appears. If you have any questions or need assistance in filing this return, please call the tax office at 570-587-0761 or fax 570-586-5448, or email sattax@comcast.net.

CHECK NAME, ADDRESS AND SOCIAL SECURITY NUMBER. MAKE ANY CORRECTIONS NECESSARY.
ALL RETURNS MUST BE SIGNED AND DATED BY EACH TAXPAYER.

AMENDED RETURN: If a taxpayer amends his federal income tax return, an amended Local Earned Income Tax Return must also be filed with this office.

YOU ARE ENTITLED TO RECEIVE A WRITTEN EXPLANATION OF YOUR RIGHTS WITH REGARD TO THE AUDIT, APPEAL, ENFORCEMENT, REFUND AND COLLECTION OF LOCAL TAXES BY CALLING THE EIT OFFICE AT (570) 587-0761 DURING THE HOURS OF 8:30 AM and 4:00 PM, MONDAY THROUGH FRIDAY.

MAKE ALL CHECKS PAYABLE TO: "EIT COLLECTOR"