

**FORM LST 4  
LOCAL SERVICES TAX  
EMPLOYER'S RETURN**

PAYABLE & MAIL TO:

1. Total number of employees reported herewith

2. Tax Withheld

3.

4. Net amount due - Enclosed (Line 2 minus Line 3)

5. Penalty

6. Interest (1/2% per month)

7. Total - Including any penalty and interest due

These funds were transmitted via **ACH** on \_\_\_\_\_ (Date)

		1
		2
		3
		4
		5
		6
		7

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION  
HEREIN CONTAINED IS TRUE AND CORRECT.

AUTHORIZED  
SIGNATURE \_\_\_\_\_

DATE FILED

FOR PERIOD

DUE ON OR BEFORE

Name and Address

Account No.

FOR INQUIRIES AND ADDITIONAL FORMS CONTACT:

*MARGINALS*

- Instructions Reverse Side Pt. 2

LST 4-08

**INSTRUCTIONS TO EMPLOYER**  
**PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY**

1. Forms must be filed on or before due date as shown on the face of the form.
2. No collection fee will be allowed on returns filed after the due date shown (if applicable).
3. In the event that you have no employees from whom you are required to deduct the tax, engaged in occupations within said municipality IN the period shown, write the word NONE on line one (1) of Form LST 4 "Employer's Return", sign the form and return to Bureau of Local Services Tax listed on the face of part one of this form.

All employers shall deduct the Local Services Tax from each employee regardless of how long employee has worked for them, unless employee produces A PROPERLY COMPLETED LST EXEMPTION CERTIFICATE ALONG WITH ALL ITEMS REQUIRED THEREIN.