

**RETURN TO:  
CAPITAL TAX COLLECTION BUREAU**

**DUE DATES:**

1ST QUARTER IS DUE APRIL 30th OF THE TAX YEAR

2ND QUARTER IS DUE JULY 31st OF THE TAX YEAR

3RD QUARTER IS DUE OCTOBER 31st OF THE TAX YEAR

4TH QUARTER IS DUE JANUARY 31st **FOLLOWING** THE TAX YEAR

**2ND QUARTER  
2003**

**NON-WITHHELD TAX PAYMENT STUB  
FOR LOCAL EARNED INCOME TAX**

SOCIAL SECURITY NUMBER

AMOUNT OF PAYMENT

\$

NAME

STREET ADDRESS

POST OFFICE, STATE, ZIP CODE

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**FORM 521**

**SEE BACK OF FORM FOR DISCOVER/NOVUS CREDIT CARD PAYMENT**

**1ST QUARTER  
2003**

**NON-WITHHELD TAX PAYMENT STUB  
FOR LOCAL EARNED INCOME TAX**

SOCIAL SECURITY NUMBER

AMOUNT OF PAYMENT

\$

NAME

STREET ADDRESS

POST OFFICE, STATE, ZIP CODE

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**FORM 521**

**SEE BACK OF FORM FOR DISCOVER/NOVUS CREDIT CARD PAYMENT**

**RETURN TO:  
CAPITAL TAX COLLECTION BUREAU**

**DUE DATES:**

1ST QUARTER IS DUE APRIL 30th OF THE TAX YEAR

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3RD QUARTER IS DUE OCTOBER 31st OF THE TAX YEAR

4TH QUARTER IS DUE JANUARY 31st **FOLLOWING** THE TAX YEAR

**4TH QUARTER  
2003**

**NON-WITHHELD TAX PAYMENT STUB  
FOR LOCAL EARNED INCOME TAX**

SOCIAL SECURITY NUMBER	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**FORM 521**

**SEE BACK OF FORM FOR DISCOVER/NOVUS CREDIT CARD PAYMENT**

**3RD QUARTER  
2003**

**NON-WITHHELD TAX PAYMENT STUB  
FOR LOCAL EARNED INCOME TAX**

SOCIAL SECURITY NUMBER	AMOUNT OF PAYMENT \$
NAME	
STREET ADDRESS	
POST OFFICE, STATE, ZIP CODE	

IF INFORMATION ABOVE IS PRE-PRINTED, MAKE CORRECTIONS WHERE NECESSARY

**FORM 521**

**SEE BACK OF FORM FOR DISCOVER/NOVUS CREDIT CARD PAYMENT**

**INSTRUCTIONS FOR USE OF NON-WITHHELD TAX PAYMENT STUB (FORM 521)  
FOR LOCAL EARNED INCOME TAX**

**WHO MUST USE FORM 521 AND PAY TAX QUARTERLY?**

ANY TAXPAYER THAT WILL HAVE \$50 OR MORE OF UNWITHHELD TAX LIABILITY FOR THE TAX YEAR MUST PAY THE TAX QUARTERLY. THIS INCLUDES SELF EMPLOYED INDIVIDUALS (SUCH AS FARMERS) AND INDIVIDUALS THAT WORK FOR AN EMPLOYER THAT DOES NOT WITHHOLD THE LOCAL EARNED INCOME TAX.

**HOW MUCH MUST BE PAID?**

COMPLETION OF THE GRID BELOW WILL RESULT IN THE AMOUNT YOU MUST PAY FOR EACH OF THE CALENDAR QUARTERS. RECORD YOUR DATE OF PAYMENT AND CHECK NUMBER IN LINES F AND G AND RETAIN THIS STUB FOR YOUR RECORDS. AMOUNTS PAID UNTIMELY, OR AMOUNTS UNDERPAID, WILL BE SUBJECT TO INTEREST AND PENALTIES. PAYMENTS THAT DO NOT AT LEAST EQUAL THE LESSER OF 1) 100% OF LAST YEAR'S UNWITHHELD TAX LIABILITY OR, 2) 80% OF THIS YEAR'S ACTUAL UNWITHHELD TAX LIABILITY WILL BE SUBJECT TO UNDERPAYMENT INTEREST AND PENALTIES.

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 Capital Tax Collection Bureau's Harrisburg Division at (717) 234-3217 during the hours of 8 a.m. - 4 p.m., Monday through Thursday and 8:30 a.m. - 4 p.m., Friday.

RATES: <b>BIG SPRING SD 1.65%</b> , <b>CARLISLE AREA SD &amp; SOUTH MIDDLETON SD 1.6%</b> , <b>CENTRAL DAUPHIN SD 2%</b> , <b>SHIPPENSBURG AREA SD 1.4%</b> , <b>SUSQUENITA SD 1.8%</b> , <b>ALL OTHER'S 1%</b>	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
<b>A.</b> ESTIMATED TAX FROM SELF EMPLOYMENT - MULTIPLY YOUR TOTAL ESTIMATED QUARTERLY NET PROFITS BY THE APPROPRIATE TAX RATE.				
<b>B.</b> TAXES FROM EMPLOYERS - MULTIPLY YOUR EARNINGS RECEIVED IN EACH QUARTER BY THE APPROPRIATE TAX RATE.				
<b>C.</b> SUBTRACT ACTUAL EMPLOYER WITHHOLDINGS FOR EACH QUARTER.	—	—	—	—
<b>D.</b> SUBTRACT UNUSED CREDIT FROM LAST YEAR'S OVERPAYMENT	—	—	—	—
<b>E.</b> TOTAL AMOUNT TO BE REMITTED (TOTAL LINES A THRU D.)	\$	\$	\$	\$
<b>F.</b> DATE PAID				
<b>G.</b> CHECK NUMBER				

TRANSFER THE AMOUNTS IN LINE E TO THE APPROPRIATE QUARTERLY STUB AND MAKE YOUR CHECK PAYABLE TO CAPITAL TAX COLLECTION BUREAU.

**A Service Fee will be added to your NOVUS Card**

TRANSACTION AMOUNTS    SERVICE FEE

\$ 0.00- \$ 100.00	\$ 1.00
\$ 100.01- \$ 500.00	\$ 3.00
\$ 500.01- \$1,000.00	\$ 8.00
\$1,000.01- \$2,000.00	\$15.00
\$2,000.01- and up	\$25.00

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\$1,000.01- \$2,000.00	\$15.00
\$2,000.01- and up	\$25.00



**CREDIT CARD INFORMATION**

WE ACCEPT DISCOVER/NOVUS CARD ONLY

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ACCOUNT NO

CARD EXPIRES \_\_\_\_/\_\_\_\_

TAX AMOUNT \$ \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE



**CREDIT CARD INFORMATION**

WE ACCEPT DISCOVER/NOVUS CARD ONLY

-----  
ACCOUNT NO

CARD EXPIRES \_\_\_\_/\_\_\_\_

TAX AMOUNT \$ \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE