

Employer – Record payments here for your records

**\*Make additional copies for each worksite you are reporting.\***

WORKSITE PSD: \_\_\_\_\_

| Quarter Due Date                         | Amount Paid | Date Paid | Check Number | Submitted?               |
|--|-------------|-----------|--------------|--------------------------|
| 1 <sup>st</sup> Quarter – April 30, ____ | \$          |           |              | <input type="checkbox"/> |
| 2 <sup>nd</sup> Quarter – July 31, ____  | \$          |           |              | <input type="checkbox"/> |
| 3 <sup>rd</sup> Quarter – Oct. 31, ____  | \$          |           |              | <input type="checkbox"/> |
| 4 <sup>th</sup> Quarter – Jan. 31, ____  | \$          |           |              | <input type="checkbox"/> |

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 employer commission 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 number 1 of the Combined Form for LST-4 and LST-2 “Employer Return”, sign the form and return to CTCB’s Perry County office.

All employers shall deduct the Local Services Tax from each employee regardless of how long an employee has worked for them, unless the employee produces a properly completed LST exemption certificate along with all items required therein.