

# **LST TAX Report Directions**

## **SECTION 7. Returns**

**A. Who Must File.** Each employer must prepare and file a return showing a computation of the tax on forms provided by or available from the Borough of Saegertown. An authorized representative of the employer must sign the LST return.

**B. How to Complete Return.** The LST quarterly returns are completed as follows:

First, complete **Schedule A** to calculate LST withheld in quarter being reported:

Column A: Provide name (last, first, middle initial) of each person employed during the quarter being reported, and each self-employed person.

Column B: State pay period interval for each employee using abbreviation based on description above (W = weekly; B = bi-weekly; S = semi-monthly; M = monthly; O = other; A = tax in arrears).

Column C: Insert tax per pay based on pay period interval (see above). For exempt employees the tax per pay is \$0.00

Column D: State number of pay periods in quarter for each employee. For employees shown in "other" pay period interval, number of pay periods in quarter is 1. If an employee was not employed for the entire pay period, state only the number of pay periods for which the employee was employed in this quarter.

Column E: Calculate tax due by multiplying column C and column D.

Column F: If employee is exempt and has filed an exemption certificate, provide the date on which certificate was filed with the Borough of Saegertown.

Subtotal: If additional pages are used to list all employees, insert total from additional pages on this line.

Total: Total the tax due in column E.

### **Second, complete bottom of Form LST:**

Line I: State number of employees in this quarter, including self employed and exempt individuals.

Line II: Insert total amount of tax column from bottom of Schedule A, line "T".

Line III: If tax return is filed and/or tax is paid after due date on return, add 5% penalty.

Line IV: If tax return is filed and/or tax is paid after due date on return, include interest at the rate of 6% of tax per month, or fraction of a month.

Line V: Add lines II, III and IV.

**Please remit in alphabetical order by LAST NAME first.**