

IMPORTANT NOTICE

- NEW TAX FORMS – BUSINESS PRIVILEGE AND MERCANTILE TAX ARE NOW LISTED ON ONE TAX FORM
- NEW SEPARATE FORM FOR LICENSES FOR BUSINESS PRIVILEGE AND MERCANTILE. ONCE PAYMENT IS RECEIVED THE LICENSE WILL BE MAILED.
- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2021**. ALL RETURNS ARE TO BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED.
- ANY TAX FORMS RECEIVED AFTER MAY 31, 2021 WILL BE SUBJECT TO PENALTY AND INTEREST LISTED ON THE TAX FORMS.
- **BUSINESS PRIVILEGE LICENSES AND TAXES ARE REQUIRED FOR ALL HOME OFFICE WORKERS – RESIDENTS THAT ARE WORKING FROM THEIR HOME.** GROSS RECEIPTS EQUAL THE APPORTIONMENT OF SALARY, COMMISSION, BONUSES, ETC.
- SEPARATE CHECKS ARE REQUIRED FOR ALL TYPES OF TAXES – LICENSES, TAX RETURNS AND LST (LOCAL SERVICE TAX) PAYMENTS. **CHECKS CAN NOT BE COMBINED**
- ACCOUNT NUMBER AND ADDRESS MUST BE TYPED IF NOT USING OUR PREPRINTED FORMS. YOU MUST PROVIDE YOUR EIN OR SS# AND PHONE NUMBER. ALL FORMS MUST HAVE SIGNATURE, PRINTED NAME, OFFICIAL TITLE AND DATE.
- IF YOU ARE NOT SURE ON WHICH LICENSE BOX TO CHECK PLEASE CONTACT OUR OFFICE
- **ALL APPLICATIONS RECEIVED BLANK OR NOT COMPLETED IN FULL WILL BE RETURNED.**
- ANY COMPANY THAT DOESN'T APPLY FOR AN ANNUAL LICENSE COULD BE FINED
- COMING LATE JULY 2021, PAYMENTS CAN BE MADE ONLINE THROUGH E-CHECKS FOR AN ADDITIONAL \$1.95 CONVENIENCE FEE.
- COMING THE END OF SUMMER 2021, ONLINE CREDIT CARD PAYMENTS WILL BE AVAILBLE. PLEASE CHECK OUR WEBSITE FOR UPDATES.

SPRINGFIELD TOWNSHIP
50 POWELL ROAD
SPRINGFIELD, PA 19064
610-544-1300

www.springfielddelco.org

Anne Marie Pellegrino – Business Tax
610-544-1300 Ext 130

**LOCAL SERVICES TAX RETURN
TOWNSHIP OF SPRINGFIELD, DELAWARE COUNTY**

Year 2021

PAYABLE TO:LST COLLECTOR, TOWNSHIP OF SPRINGFIELD 50 POWELL ROAD, SPRINGFIELD, PA 19064 I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION HEREIN CONTAINED IS TRUE AND CORRECT AUTORIZED SIGNATURE _____ TITLE _____ DATE _____	1. TOTAL NUMBER OF PERSONS REPORTED		
	2. GROSS AMOUNT OF TAX (LINE 1 x \$1.00 PER WEEK PER EMPLOYEE)		
	3. PENALTY (5%) + INTEREST (6%) IF APPLICABLE		
	4. TOTAL-INCLUDING ANY PENALTY AND INTEREST DUE		
	ACCT#	REMINDER-SIGN THIS FORM	
BUSINESS NAME:	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER FOR THE QUARTER ENDING 03/31/2021 DUE ON OR BEFORE 04/30/2021		
FORM SP-1 As an employer in Springfield Twp. , you are required to deduct the \$1.00 per week LST from each eligible employee out of their paychecks. Computer Printouts or typewritten sheets with name, address, Soc. Sec. No. of employees should accompany this form.			

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	ACCT#	REMINDER-SIGN THIS FORM	
BUSINESS NAME:	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER FOR THE QUARTER ENDING 06/30/2021 DUE ON OR BEFORE 07/31/2021		
FORM SP-1 As an employer in Springfield Twp. , you are required to deduct the \$1.00 per week LST from each eligible employee out of their paychecks. Computer Printouts or typewritten sheets with name, address, Soc. Sec. No. of employees should accompany this form.			

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	ACCT#	REMINDER-SIGN THIS FORM	
BUSINESS NAME:	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER FOR THE QUARTER ENDING 09/30/2021 DUE ON OR BEFORE 10/31/2021		
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	4. TOTAL-INCLUDING ANY PENALTY AND INTEREST DUE		
	ACCT#	REMINDER-SIGN THIS FORM	
BUSINESS NAME:	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER FOR THE QUARTER ENDING 12/31/2021 DUE ON OR BEFORE 01/31/2022		
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