

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

Year 2022

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 03/31/2022 DUE ON OR BEFORE 04/30/2022		
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 06/30/2022 DUE ON OR BEFORE 07/31/2022		
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 09/30/2022 DUE ON OR BEFORE 10/31/2022		
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 12/31/2022 DUE ON OR BEFORE 01/31/2023		
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.			

IMPORTANT NOTICE

- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2022**. ALL RETURNS MUST BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED.
- SEPARATE FORM FOR LICENSES FOR BUSINESS PRIVILEGE AND MERCANTILE. LICENSES ARE NO LONGER INCLUDED ON TAX FORMS. ONCE PAYMENT IS RECEIVED THE LICENSE WILL BE MAILED.
- ANY TAX FORMS RECEIVED AFTER **MAY 31, 2022** WILL BE SUBJECT TO PENALTY AND INTEREST LISTED ON THE TAX FORMS. FORMS RECEIVED AFTER THAT DATE WITHOUT PENALTY AND INTEREST WILL BE RETURNED. PENALTY IS A FLAT RATE OF 10% AND INTEREST IS 1% PER MONTH THAT YOU ARE LATE STARTING WITH MONTH JUNE.
- THERE ARE **NO** EXTENSIONS. **WE DO NOT FOLLOW IRS EXTENSIONS.**
- **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. YOU WILL USE THE BUSINESS PRIVILEGE-SERVICE TAX RATE.
- **CONTRACTORS PLEASE NOTE** – YOU ARE BUSINESS PRIVILEGE-SERVICE TAX RATE ON THE TAX FORM, NOT TRADE. TRADE RATE APPLIES TO CAR DEALERSHIP ONLY. FOR OUT OF TOWNSHIP CONTRACTORS, YOU ARE REQUIRED TO PAY ON WORK DONE IN THE TOWNSHIP IF YOU WORKED A CUMULATIVE OF 15 DAYS PER YEAR IN OUR TOWNSHIP.
- 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.** SUBJECT TO PENALTY & INTEREST IF RESUBMITTED AFTER MAY 31ST.
- ANY COMPANY THAT DOESN'T APPLY FOR AN ANNUAL LICENSE COULD BE FINED

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

www.springfielddelco.org

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