

# IMPORTANT NOTICE

- BUSINESS PRIVILEGE AND MERCANTILE LICENSES AND TAXES ARE DUE BY **MAY 31, 2023**.
- **ALL RETURNS MUST BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION SUPPORTING THE INFORMATION REPORTED. TAX RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- ANY TAX FORMS RECEIVED AFTER **MAY 31, 2023** 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.**
- **HOME OFFICE WORKERS – RESIDENTS THAT ARE WORKING FROM THEIR HOME ARE REQUIRED TO PAY FOR A BUSINESS PRIVILEGE LICENSE AND TAXES.** GROSS RECEIPTS EQUAL THE APPORTIONMENT OF SALARY, COMMISSION, BONUSES, ETC. YOU WILL USE THE BUSINESS PRIVILEGE-SERVICE TAX RATE. **SUPPORTING DOCUMENTATION IS REQUIRED.**
- **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.**
- **RENTALS – SUPPORTING DOCUMENTATION IS REQUIRED LISTING RENTAL INCOME. TAX RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- **MERCANTILE & BUSINESS PRIVILEGE COMPANIES – SUPPORTING DOCUMENTATION OF GROSS RECEIPTS IS REQUIRED. RETURNS WITHOUT SUPPORTING DOCUMENTATION WILL BE RETURNED AND WILL BE CHARGED PENALTY & INTEREST IF RECEIVED AFTER MAY 31, 2023.**
- 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.
- **ALL APPLICATIONS RECEIVED BLANK OR NOT COMPLETED IN FULL WILL BE RETURNED.** SUBJECT TO PENALTY & INTEREST IF RESUBMITTED AFTER MAY 31<sup>ST</sup>.

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

[www.springfielddelco.org](http://www.springfielddelco.org)

Anne Marie Pellegrino – Business Tax

610-544-1300 EXT 130

[apellegrino@springfielddelco.org](mailto:apellegrino@springfielddelco.org)

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

**Year 2023**

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#	<b>REMINDER-SIGN THIS FORM</b>	
<b>BUSINESS NAME:</b>	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER  <b>FOR THE QUARTER ENDING 03/31/2023</b>  <b>DUE ON OR BEFORE 04/30/2023</b>		
<b>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.</b>			

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	ACCT#	<b>REMINDER-SIGN THIS FORM</b>	
<b>BUSINESS NAME:</b>	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER  <b>FOR THE QUARTER ENDING 06/30/2023</b>  <b>DUE ON OR BEFORE 07/31/2023</b>		
<b>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.</b>			

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	ACCT#	<b>REMINDER-SIGN THIS FORM</b>	
<b>BUSINESS NAME:</b>	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER  <b>FOR THE QUARTER ENDING 09/30/2023</b>  <b>DUE ON OR BEFORE 10/31/2023</b>		
<b>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.</b>			

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TOWNSHIP OF SPRINGFIELD, DELAWARE COUNTY**

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	4. TOTAL-INCLUDING ANY PENALTY AND INTEREST DUE		
	ACCT#	<b>REMINDER-SIGN THIS FORM</b>	
<b>BUSINESS NAME:</b>	NOTE: FORM#SP1 MUST BE FILED EACH QUARTER  <b>FOR THE QUARTER ENDING 12/31/2023</b>  <b>DUE ON OR BEFORE 01/31/2024</b>		
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