

# MOUNTVILLE BOROUGH

21 East Main Street, P.O. Box 447, Mountville, PA 17554-0447  
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Ordinance #253 establishes the Emergency and Municipal Services Tax (EMST), now called the Local Services Tax (LST) for the Borough of Mountville. By Ordinance #285 adopted December 14, 2015, the Borough of Mountville hereby levies and imposes on each person either self-employed or employed by a company within Mountville's corporate limits during the calendar year 2016 and each calendar year thereafter a Local Services Tax in the amount of **fifty-two (\$52.00) dollars per annum**, said tax to be paid by the individuals so engaged; provided, however, all persons earning less than twelve thousand (\$12,000.00) dollars per year from such occupation(s) are hereby exempt from such Local Services Tax and may secure a refund at the end of the year by written request, which includes Borough's request form and employee's W-2 form(s).

## INSTRUCTIONS

1. Businesses within the Borough of Mountville limits should deduct the LST evenly over all the pay periods in the year.
2. You **MUST** provide your employees with proof of payment of the LST. The Borough will **NOT** process refunds without proper proof of deduction.
3. You may copy this form as needed. **A computer print-out listing of employees may be substituted.**
4. If a new employee cannot provide proof of previous deduction, you should also deduct the LST tax. Please allow the new employee adequate time to provide proof before you make the deduction. The Borough will process a refund for the duplicate deduction only if the employee presents copies of pay stubs for both deductions.
5. Each self-employed and/or employer shall use his employment records for payment. Payments to the Borough shall be in quarterly installments – April 30, July 31, October 31 and January 31.
6. Please do not submit an LST Form for a reporting period in which you had no new employees.

Cut Along Dotted Line

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### MOUNTVILLE BOROUGH LOCAL SERVICES TAX

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYEE \_\_\_\_\_

TOTAL AMOUNT PAID \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_