

<b>CITY ID</b>	<b>SOCIAL SECURITY #</b>
<b>QUARTER</b>	

**Due on or before**

Amended Return
SIGNATURE _____
TITLE _____ DATE _____
PHONE _____
E-MAIL ADDRESS _____
PREPARER'S NAME _____
PREPARER'S PHONE _____
<small>I hereby certify, swear and aver that all statements herein are true and correct to the best of my knowledge and belief, being duly apprised of my duty under the law to submit honest and complete information or be subject to the penalties provided by law.</small>
<b>OMISSION OF THE ABOVE APPLICABLE INFORMATION CONSTITUTES AN INCOMPLETE RETURN</b>

**USE BLACK INK ONLY ON THIS FORM- DO NOT STAPLE ANYTHING TO THIS FORM**

If this is an annual return please check this box

<b>LOCAL SERVICES TAX IS \$52.00 PER YEAR - \$13.00 PER QUARTER</b>	
1. LOCAL SERVICES TAX AMOUNT	
2. INTEREST – (Interest per month 1% (0.01) )	
3. PENALTY – (Penalty per month 0.5% (0.005) )	
4. TOTAL AMOUNT DUE – (Add lines 1 through 3)	

Make check payable to: **TREASURER, CITY OF PITTSBURGH – DO NOT SEND CASH**  
 Mail to: **CITY TREASURER LS-3 – 414 GRANT ST – PITTSBURGH PA 15219-2476**  
 A **\$30.00** fee will be assessed for any check returned from the bank for any reason.

If you are employed within the City of Pittsburgh and your employer is **NOT** required or **WILL NOT** withhold the Local Services Tax, and you expect to make over \$12,000 in the City of Pittsburgh this year, you are required to pay the tax yourself using this form. Failure to file will result in the imposition of a penalty and interest charge.

You should pay **\$13 per quarter** for a total of \$52. Local Services Tax is \$52.00 per person, per year, payable quarterly. Pennsylvania law limits total payment by one person to a maximum of \$52.00 per year regardless of the number of employers in a year.

- First quarter (January, February, and March) return is due April 30.
- Second Quarter (April, May, and June) return is due July 31.
- Third quarter (July, August, and September) return is due October 31.
- Fourth quarter (October, November, and December) return is due January 31.

**FOR ASSISTANCE CALL 412 255 2525**

Do you work for a business now filing your taxes or did you relocate? If **YES**, a **CHANGE IN BUSINESS STATUS FORM** must be completed and returned for processing. Form(s) can be downloaded at [www.pittsburghpa.gov/finance](http://www.pittsburghpa.gov/finance) or call **412-255-2525** to request the form.