

**ELIZABETHVILLE BOROUGH  
LOCAL SERVICES TAX – EXEMPTION FORM**

\_\_\_\_\_  
Tax Year

**APPLICATION FOR EXEMPTION FROM LOCAL SERVICES TAX**

- A copy of this application for exemption from the Local Services Tax (LST) and all necessary supporting documents, must be completed and presented to your employer AND to the political subdivision levying the Local Services Tax where you are principally employed.
- This application for exemption from the Local Services Tax must be signed and dated.
- **No exemption will be approved until proper documentation has been received.**

Name: \_\_\_\_\_ Soc. Sec #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REASON FOR EXEMPTION**

1. \_\_\_\_\_ **MULTIPLE EMPLOYERS:** Attached a copy of a current pay statement you're your principal Employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax withheld. List all employers on the reverse side of this form. **You must notify your other employers of a change in principal place of employment within two weeks of the change.**
  
2. \_\_\_\_\_ **EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN THE Borough of Elizabethtown WILL BE LESS THAN \$12,000:** Attach copies of your Last pay statements and your W-2 for the year prior.  
  
If you are self-employed, please attach a copy of your PA Schedule C, F, or RK-1 for the prior year.
  
3. \_\_\_\_\_ **ACTIVE DUTY MILITARY EXEMPTION:** Please attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. You are required to advise the tax collector when you are discharged from active duty status.
  
4. \_\_\_\_\_ **MILITARY DISABILITY EXEMPTION:** Please attach copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

**EMPLOYER: Once you receive this Exemption Form, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the tax collector to withhold the tax.**

Marilyn Henninger, Tax Collector  
87 E. Broad Street  
P. O. Box 329  
Elizabethtown, PA 17023  
717-362-8355

Elizabethtown Borough Office  
68 S Moore Street  
P. O. Box 578  
Elizabethtown, PA 17023  
717-362-7945

This form may be copied for additional employees

