

# 2003 LANCASTER COUNTY EARNED INCOME TAX RETURN INSTRUCTIONS

## GENERAL INFORMATION:

This tax return covers the tax period from January 1, 2003, through December 31, 2003, and must be completed and filed with this bureau by April 15, 2004. This is a resident earned income and net profits tax, levied by school districts and municipalities, collected by this Bureau, and distributed to the school district and municipality where you reside. The Bureau retains the right to request additional documentation to substantiate the information reported.

## WHO MUST FILE:

All residents of Lancaster County or the Octorara Area School District in Chester County, who are 16 years of age or older must file. A tax return must be filed even if no tax is due or your employer(s) withheld all tax due. Failure to receive a tax return shall not excuse the taxpayer from filing a return, or paying any tax due. Tax return forms are available at our office or by calling (717) 569-4521 between 8:00 and 4:00 weekdays.

## INSTRUCTIONS FOR COMPLETING TAX RETURN

- Use Black or Blue Ink
- Do Not Staple Attachments to the form
- Refer to the Alpha/Numeric Key on the reverse side of the tax return for appropriate lettering and numbering
- **Photocopies or substitute forms will not be accepted**

**TAXPAYER INFORMATION:** Legal name, address, and social security number are required on all returns. If either Taxpayer A or Taxpayer B must be removed from the tax return, follow the instructions to the right of the preprinted SSN and state the reason and effective date in the spaces provided.

- Line 1 Place an "X" in the appropriate box indicating the number of individuals filing this tax return.
- Line 2 Provide home telephone number.
- Line 3 Complete this section only if an extension of time to file a final tax return is needed. For additional information, refer to the Extension Requests portion of "Special Instructions" below.
- Line 4 Complete this section only if Taxpayer A information (name, address and SSN) is blank or has changed.
- Line 5 Complete this section only if (1b) has been "X'd" and Taxpayer B information (name and/or SSN) is blank or has changed.
- Line 6 Complete this section only if you moved during the tax year. For additional information, refer to the Moved portion of "Special Instructions" below.
- TAX COMPUTATION:** Lines 7 through 26 provide two columns. All information for Taxpayer A and Taxpayer B must be recorded in the appropriate columns.
- Line 7 Provide SSN(s) in the appropriate columns being consistent with the information on the reverse side of the tax return.
- Line 8 Enter total gross earned income as indicated on your W2(s). Include copies of supporting W2(s) when mailing return. Report only income earned while a resident of our jurisdiction. Examples of taxable and non-taxable income are listed in the table below. This is not, however, intended to be a complete listing. If you are not sure about a certain item, please contact our office for clarification.
- Line 9 Enter total business expenses (include supporting documentation/Federal 2106 or State UE-1 or UE-2). For additional information, refer to the Business Expenses portion of "Special Instructions" below. NOTE: Business expenses reported without enclosing proper supporting documentation or schedules will be denied without notification to the taxpayer.
- Line 10 Subtract Line 9 from Line 8.
- Line 11 Enter earned income not reported on Line 8. Interest and dividends earned are not taxable and should not be included.
- Line 12 Report all self-employment profits and indicate in which category the profits were earned by placing an "X" in the appropriate box(es). Supporting schedules (PA Schedules C, F and/or K-1) must accompany this return.
- Line 13 Report all self-employment losses and indicate in which category the losses occurred by placing an "X" in the appropriate box. Supporting schedules (PA Schedules C, F and/or K-1) must accompany this return. NOTE: One person's losses may not be deducted from another person's earnings, nor may losses be carried over to any other tax year.
- Line 14 Enter the sum of Lines 10, 11 and 12, minus Line 13.
- Line 15 Enter the tax rate of the particular township/municipality (see table on reverse side) in which you reside. If you moved during the tax year, refer to the Blended Tax Rate portion of "Special Instructions" below.
- Line 16 Enter the total of Line 14 multiplied by Line 15.
- Line 17 Enter the sum of the amount(s) recorded in the "LOCAL INCOME TAX" box of W2(s). Credit for this amount will only be given if W2(s) are provided with the filing.
- Line 18 Enter the sum of quarterly payments, estimated payments and last year's credit applied to this year.
- Line 19 Enter the total Philadelphia City and/or Other State credit. For additional information, refer to "Special Instructions" below.
- Line 20 Enter the sum of Lines 17, 18 and 19.
- Line 21 If Line 20 is greater than Line 16, enter the total of Line 20 minus Line 16. Refunds of less than \$1.00 will only be made at the office. No credits are granted for less than \$1.00.
- Line 22 If Line 21 is greater than or equal to \$1.00, indicate your preference(s). Failure to choose an option for your overpayment will result in a refund. LCTCB is required to report refunds/credits of \$10.00 or more to the Internal Revenue Service.
- Line 23 This should only be completed if Option B of Line 22 is "X'd". Enter amount to apply in column of the spouse receiving the credit.
- Line 24 Enter a value on this line only if Line 16 minus Line 20 minus Line 23 is greater than or equal to \$1.00.
- Line 25 Only complete if filed after April 15, 2004. Interest and penalty is computed at the rate of 1% per month, or portion of a month, that tax remains unpaid after the due date. Compute the value by multiplying Line 24 times the number of months late times .01 (Line 24 x Months Late x .01).
- Line 26 Enter the sum of Lines 24 and 25. If less than \$1.00 enter 0.00.
- Line 27 Sign and date the tax return. Complete all information requested. Please list a telephone number where you can be contacted in the event of any questions.
- Line 28 (Reverse side-Lower right of tax return) Enter the sum of Line 26 Column A and Line 26 Column B. Enclose check payable to LCTCB in this amount. Mail return and all withholding statements, appropriate schedules, and payment by April 15, 2004. Checks deemed to be uncollectible will subject you to a \$20.00 fee and possible legal prosecution.

**Mail to:** LANCASTER COUNTY TAX COLLECTION BUREAU, 299 HESS BLVD., SUITE 2, LANCASTER, PA 17601-4097.

## SPECIAL INSTRUCTIONS

**Extension Requests (Line 3):** An extension of time does not extend the time to pay the earned income tax. Time to file will be extended to August 16, 2004, provided the following are adhered to: (1) the box in this section is "X'd", indicating you would like additional time to file, (2) the enclosed tax return is received on or before April 15, 2004, (3) all withheld earned income tax is reported on the return and withholding statements are included, (4) an estimated payment is included with this initial filing.

**Moved (Line 6):** List the school district/municipal code (see table on reverse side) and the number of months for each residence you occupied during the tax year. Partial months should be attributed to the school district/municipality in which you resided the greatest number of days. Please do not list residences outside our jurisdiction or report income earned while your residence was outside our jurisdiction.

**Business Expenses (Line 9):** Expenses for which an employee has not been reimbursed are allowable as a deduction from gross earned income, provided such expenses are allowable for Pennsylvania State income tax purposes. These expenses must be ordinary, necessary, and required by the employer in order for the taxpayer to keep his/her present job. Examples of business expenses are listed in the table below. This is not, however, intended to be a complete listing. If you are not sure about a certain item, please contact our office for clarification.

**Blended Tax Rate (Line 15):** If your tax rate changes during the year, the tax rate applied to Earned Income and Net Profits will be a blended rate based on the number of full months each rate applies. The blended rate will be calculated by dividing each tax rate by the number of months you resided in LCTCB's jurisdiction, multiplied by the number of months applicable. If you lived in LCTCB jurisdiction the entire year, divide by 12. The result of each applicable tax rate will be added to determine the blended rate to apply to the total Earned Income and Net Profits. The rate shall be calculated to five decimal places. The tax rate applicable for the greatest number of days during any month shall be the tax rate for the month. This calculation applies to:

- Tax rate change by taxing district
- Tax rate change caused by taxpayer moving between taxing districts with different rates

If income reported on the annual return represents only income taxable at one rate, that rate applies, not a blended rate.

**Other State (Line 19):** You may take credit up to the Tax Rate properly reported on Line 15 multiplied by the gross earnings taxed by another state of the United States, if the amount of income tax liability to another state is in excess of those earnings multiplied by the PA Income Tax rate. You must provide a copy of the other state's income tax return, or credit will not be allowed. No credit will be allowed against compensation received in Maryland, Ohio, West Virginia, Indiana, New Jersey, or Virginia, which are reciprocal tax states.

**Philadelphia City (Line 19):** You may take credit up to the Tax Rate properly reported on Line 15 multiplied by the earnings subject to Philadelphia Wage Tax, provided you send evidence of payment. You may not apply the excess Philadelphia tax payment against tax liability for earnings not subject to the Philadelphia Wage Tax.

**Pittsburgh Credit (Line 19):** No credit is available on Pittsburgh withholding. The taxpayer should apply to Pittsburgh for a refund and/or withholding exemption from the Pittsburgh tax.

## TAXABLE INCOME:

- Gross Wages and Salaries
- Commissions
- Bonuses
- Stock Options
- Deferred (Tax Sheltered) Contributions
- Net Income from Business, Farm, Limited Liability Company, Limited Liability Partnership, or General Partnership
- Executor and Director Fees
- Vacation Pay
- Separation Pay
- Union Pay
- Tips and Allocated Tips
- Regular Wages Received During Sickness or Disability
- Taxable Fringe Benefits
- Jury Duty Pay
- Personal Use of a Company Car
- Active Duty Military Pay Earned Inside PA
- Inactive Duty Military Pay

## TAXABLE INCOME (cont'd):

- Stipends or Fellowships when Compensation for Services Rendered
- Taxes Assumed by Employer
- Foreign Earnings
- Non-Compete Payments
- NON-TAXABLE INCOME:**
- Interest Income
- Dividends
- Capital Gains
- S Corporation Profits in Excess of Services Rendered (Except for Wages and Salaries)
- Pension Benefits
- Annuities and IRA Benefits
- Active Duty Military Pay Earned Outside PA
- Third Party Sick Pay or Disability Benefits
- Income From Estates and Trusts
- Social Security Benefits
- Unemployment Benefits

## NON-TAXABLE INCOME (cont'd):

- Public Assistance Benefits
- Lottery Winnings
- Life Insurance Policy Proceeds
- Workers Compensation
- Meals and Lodging for Employers Convenience
- Rental Income

## ALLOWABLE BUSINESS EXPENSES:

- Union Dues
- Professional Dues and License Fees
- Cost of Small Tools
- Uniforms and Work Clothing not Suitable for Everyday Use
- Educational Expenses Required by Your Employer in Order to Keep Your Current Job or Position
- Expenses Properly Deductible on The PA Income Tax Return

## NON-ALLOWABLE

### BUSINESS EXPENSES:

- Commuting Expenses
- Child Care Expenses
- Club Dues or Fees
- Medical Expenses
- Charitable Contributions
- Taxes
- Employment Fees
- Sabbatical Leave Expenses
- Educational Expenses NOT Required By Your Employer
- Contributions To Retirement, Pension, or Salary Reduction Plans
- Insurance Premiums
- Moving Expenses-Unless Required By Your Employer

SCHOOL DISTRICT/ Municipality	MUNICIPAL CODE	TAX RATE	SCHOOL DISTRICT/ Municipality	MUNICIPAL CODE	TAX RATE	SCHOOL DISTRICT/ Municipality	MUNICIPAL CODE	TAX RATE
<b>COCALICO</b>			<b>EPHRATA AREA</b>			<b>OCTORARA AREA (cont.)</b>		
Adamstown Boro	360033	1.000%	Akron Boro	360063	1.000%	Parkesburg Boro	151203	1.000%
Denver Boro	360363	1.000%	Clay Twp	360215	1.000%	Sadsbury Twp	361475	1.000%
E Cocalico Twp	360455	1.000%	Ephrata Boro	360753	1.000%	W Fallowfield Twp	151865	1.000%
W Cocalico Twp	361715	1.000%	Ephrata Twp	360785	1.000%	W Sadsbury Twp	152075	1.000%
<b>COLUMBIA</b>			<b>HEMPFIELD</b>			<b>PENN MANOR</b>		
Columbia Boro	360273	1.000%	E Hempfield Twp	360575	1.000%	Conestoga Twp	360305	1.000%
<b>CONESTOGA VALLEY</b>			E Petersburg Boro	360633	1.000%	Manor Twp	361055	1.000%
E Lampeter Twp	360605	1.000%	Mountville Boro	361173	1.000%	Martic Twp	361115	1.000%
Upper Leacock Twp	361625	1.000%	W Hempfield Twp	361805	1.000%	Millersville Boro	361143	1.000%
W Earl Twp	361775	1.000%	<b>LAMPETER/STRASBURG</b>			Pequea Twp	361355	1.000%
E Lampeter Twp Annex	360690	1.000%	Strasburg Boro	361533	1.000%	<b>PEQUEA VALLEY</b>		
<b>DONEGAL</b>			Strasburg Twp	361565	1.000%	Leacock Twp	360905	1.000%
E Donegal Twp	360485	1.000%	W Lampeter Twp	361835	1.000%	Paradise Twp	361295	1.000%
Marietta Boro	361083	1.000%	W Lampeter Twp Annex	361855	1.000%	Salisbury Twp	361505	1.000%
Mount Joy Boro	361203	1.000%	<b>LANCASTER</b>			<b>SOLANCO</b>		
Mount Joy Twp	361235	1.000%	Lancaster City	360842	1.000%	Bart Twp	360095	1.650%
<b>EASTERN LANCASTER COUNTY</b>			Lancaster Twp	360875	1.000%	Colerain Twp	360245	1.650%
Brecknock Twp	360125	1.000%	<b>MANHEIM CENTRAL</b>			Drumore Twp	360395	1.650%
Caernarvon Twp	360155	1.000%	Manheim Boro	360993	1.000%	E Drumore Twp	360515	1.650%
Earl Twp	360425	1.000%	Penn Twp	361325	1.000%	Eden Twp	360665	1.650%
E Earl Twp	360545	1.000%	Rapho Twp	361445	1.000%	Fulton Twp	360815	1.650%
New Holland Boro	361263	1.000%	<b>MANHEIM TOWNSHIP</b>			Little Britain Twp	360965	1.650%
Terre Hill Boro	361593	1.000%	Manheim Twp	361024	1.000%	Providence Twp	361385	1.650%
<b>ELIZABETHTOWN AREA</b>			<b>OCTORARA AREA</b>			Quarryville Boro	361413	1.650%
Conoy Twp	360335	1.000%	Atglen Boro	150033	1.000%	<b>WARWICK</b>		
Elizabethtown Boro	360723	1.000%	Christiana Boro	360183	1.000%	Elizabeth Twp	360695	1.150%
Mount Joy Twp	361240	1.000%	Highland Twp	150725	1.000%	Lititz Boro	360933	1.150%
W Donegal Twp	361745	1.000%	Londonderry Twp	150935	1.000%	Warwick Twp	361655	1.150%

**WORKSHEET  
TAXPAYER'S COPY**

TAXPAYER A

TAXPAYER B

7 Taxpayer Information (SSN)	- - - - -	- - - - -
8 Total W2 Earnings	_____	_____
9 Employee Business Expense	_____	_____
10 Taxable W2 Earnings	_____	_____
11 Other Taxable Earned Income	_____	_____
12 Net Profit(s) From: Business, Farm, Partnership	_____	_____
13 Net Loss(es) From: Business, Farm, Partnership	_____	_____
14 Total Earned Income & Net Profits	_____	_____
15 Tax Rate _____ %		
16 Tax Liability	_____	_____
17 Total Local Income Tax Withheld	_____	_____
18 Estimated Payments and/or Credit Applied To This Year	_____	_____
19 Credit for Taxes Paid to Philadelphia and/or Other States	_____	_____
20 Total Withholding, Payments & Credits	_____	_____
21 Overpayment	_____	_____
22 If Overpaid, Indicate Preference	Credit next year's tax	Credit to spouse      Refund
23 Credit From Spouse	_____	_____
24 Tax Due	_____	_____
25 Interest and Penalty	_____	_____
26 Total Due	_____	_____

IF YOU NEED ASSISTANCE WITH YOUR LANCASTER COUNTY EARNED INCOME TAX RETURN, COME TO THE BUREAU OFFICE OR  
CALL (717) 569-4521, MONDAY THROUGH FRIDAY BETWEEN 8:00 AM and 4:00 PM.

Taxpayers Bill Of Rights Notice: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local earned income and net profits taxes by requesting the Lancaster County Tax Collection Bureau Taxpayers Bill of Rights Disclosure Statement. To obtain a copy, call LCTCB at (717) 569-4521, Monday through Friday between 8:00 AM and 4:00 PM, or send written request to LCTCB, 299 Hess Blvd., Suite 2, Lancaster, PA 17601-4097.