

## I. INSTRUCTION

These instructions have been provided to help you understand and complete the accompanying Earned Income and Net Profits Tax Return for the period January 1, 2007 to December 31, 2007. The information most commonly needed by taxpayers is presented. You may obtain additional information or assistance with specific problems from the Tax Office listed on the front of this brochure.

The local earned income and net profit tax is enacted and levied in accordance with Commonwealth Act 511 of 1965, as amended, and the Rules and Regulations adopted by the Municipality and the School District. Copies of the Tax Ordinance and Resolution and Rules and Regulations are available for inspection in the Tax Office.

## II. WHAT INCOME IS SUBJECT TO THE TAX?

The Municipal Ordinance and School District Resolution provide for the imposition of the tax on the following classes of income, as each is defined in Commonwealth Act 511:

### 1. EARNED INCOME

a. All earned income (gross earnings) for personal services rendered by residents of the Municipality, irrespective of the place where such services are performed.

b. All earned income (gross earnings) for personal services rendered by non-residents of the Municipality for work done or service performed within the Taxing District.

*Some examples of Earned Income are:*

Salaries, wages, commission, and tips

Bonuses and incentive payments

Drawing Accounts

Fees and honoraria

Employee contributions to qualified retirement or deferred compensation plans

National Guard or Military Reserve pay (except active duty)

Stipends to Graduate Assistants

### 2. NET PROFITS

a. The net profits of businesses, professions, or other activities earned by residents of the Municipality, whether such activities are conducted within or outside the Municipality.

b. The net profits of businesses, professions, or other activities earned by non-residents of the Municipality, to the extent that such income is derived from activities conducted within the Taxing District.

*Some examples of Net Profits are:*

Profit from business, profession or farm as sole proprietor

Profit from business, profession or farm as a partner

Profit from royalties, copyrights, patents, etc.

Note: Earned income, as one class of income, may not be reduced by a loss from the operations of a business, as the other class of income, net profits. Taxpayers are permitted to reduce a net profit in one business activity against a loss in another business activity owned by the same taxpayer. The net loss in one business activity may reduce the net profits in all business activities, however the net profits may not be reduced below zero.

Losses may be applied only in the year in which the loss was actually incurred, and may not be carried over to subsequent years. One taxpayer's losses may not be deducted from his or her spouse's earnings. Losses from business activities, which are not subject to the tax, may not be used to offset earned income or net profits.

## III. WHAT INCOME IS EXCLUDED FROM THE TAX?

Since the income tax imposed by the Municipality and School District applies only to earned income and net profits, it follows that other types of income are excluded from the computation of income subject to this tax.

*Some examples of Excluded Classes of Income are:*

Income from passive or investment ownership of real estate

Income from pensions and retirement benefit plans

Income from interest and dividends

Income for Pennsylvania S Corporations, except for W-2 wages or 1099

Income

Profit from casual exchange or sale of property

Proceeds of life insurance

Value of property acquired by inheritance or gift

Veterans Administration allotments of subsistence or disabilities

Wage or compensation paid to persons on active military duty

Social Security and Workers Compensation Benefits

Unemployment Compensation Benefits

Damages for personal injuries

Scholarships and Fellowships

## IV. WHO MUST FILE?

1. All residents of the Municipality must file an annual return of all earned income (gross earnings) for personal services rendered and net profits of businesses, professions or other activities, whether such activities are carried on within or outside the Municipality. All persons who are domiciled in the Municipality are considered to be residents for the purposes of this tax.

2. All non-residents of the Municipality, who are not required to pay a local income tax elsewhere, must file an annual return of all earned income (gross earnings) for personal services rendered and net profits of businesses, professions, or other activities earned from sources within the Taxing District. Any person claiming non-residency status must provide proof of payment of local income taxes elsewhere for the concurrent time period.

3. Persons residing in the Municipality for less than a calendar year must file an annual return of all earned income (gross earnings) for personal services rendered and net profits of businesses, professions or other activities earned for that portion of the year during which they were residents of the Municipality. Such persons must file an annual tax return with each Taxing District in which they resided during the calendar year including either (1) a copy of the pay-stubs or an earnings statement indicating their year-to-date gross earnings and the amount of local income tax withheld at the date of the change of address; or (2) a letter from their employer(s) providing these figures.

4. In addition to the annual return, a Declaration of Estimated Income Tax form must be filed by taxpayers who reasonably expect to receive earned income or net profits in excess of \$5000 during the current tax year. If the local income taxes due thereon are NOT withheld by employer(s), one fourth (1/4) of the total estimated taxes owed are due on or before April 30 of the current tax year. The remaining payments of one fourth (1/4) each are due on July 31 and October 31 of the current year, and January 31 of the succeeding year. The necessary forms are mailed to all known applicable taxpayers. Any person who reasonable expects to receive taxable income in excess of \$5000 on which the local income tax is NOT withheld by employer(s) and who does not receive a form must obtain one by contacting the Tax Office on the front of this brochure.

## V. HOW TO FILE

Annual Earned Income and Net Profits Tax Returns are mailed in January. Those individuals who do not receive a return must obtain one from the Tax Office. Two copies of the form are provided. One copy must be completed and returned to the Tax Office. The other copy is for the taxpayer's records. All items on the return MUST be completed in detail.

Although a taxpayer and spouse may file a combined return, it should be noted that a combined return is not a joint return. Earned income and/or net profits can not be commingled. As a convenience to taxpayers, an overpayment due to one taxpayer filing a combined return may be used to reduce or settle a balance due from the return of a taxpayer's spouse.

## VI. WHAT ARE THE INCOME TAX RATES?

**Tax on Residents 1.45% or .0145**

**Tax on Non-Residents 0.5% or .005**

## VII. EARNINGS AND TAX STATEMENTS

Persons reporting earned income must attach a copy of the Earnings and Tax Statement (form W-2 and/or 1099) from each employer to the annual return, even though the local tax has already been withheld by the employer(s). The Earnings and Tax Statement is necessary to verify the amount and disposition of local income taxes withheld.

## VIII. DOCUMENTATION OF NET PROFITS

Persons reporting net profits as a sole proprietor or partnership must attach a copy of the appropriate substantiating Federal or Pennsylvania Income Tax Schedule (C, F or K-1) along with all attachments to the annual return. A separate Schedule must be furnished for each business activity. The Schedules are necessary in order to document the net profits claimed.

## IX. REQUEST FOR REFUND

A completed Earned Income and Net Profits Tax Return must be filed before a refund request can be processed. Depending on the nature of the request, the following additional information is required:

1. RESIDENCY STATUS- (a) Proof of payment of local income taxes elsewhere for the concurrent time period must include a copy of a tax return, applicable Form W-2(s), and copy of cancelled check, and/or copy of (b) other proof of non-residency such as a passport with valid student or exchange visitor visa, driver's license, etc.

2. EXEMPT INCOME- Scholarships and Fellowships. A letter from the donor of the scholarship or fellowship must be provided verifying your income status and the amount, nature and purpose of the award. Taxpayer should consult their academic payroll department to determine the status of their awards. Assistantship stipends are NOT included as exempt income and are subject to the local income tax.

3. ALLOWABLE EMPLOYEE BUSINESS EXPENSES- A copy of Pennsylvania Schedule UE along with a copy of the appropriate Federal supporting schedule must be provided. In order to be deducted from earned income, unreimbursed expenses (union dues, fair share payments, moving expenses, etc.) must meet the "six-part test" (ordinary, actual, reasonable, necessary, directly related and 100 percent allowable) as established by the Pennsylvania Department of Revenue. Indirect or personal expenses may not be deducted. Taxpayers must maintain Adequate and sufficient records to substantiate any expense deduction claimed.

The taxpayer has the burden of proving that any expense claimed as a deduction from earned income is ordinary, actual, reasonable, necessary, directly related and 100 percent allowable before a refund will be issued.

**NOTE:** Requests for refund cannot be processed until the appropriate documentation as specified above is provided. Refund requests will be considered based upon the relevant facts and circumstances pertinent to each case. Amounts less than \$2.00 will not be refunded.

## X. WHEN TO FILE

The Earned Income and Net Profits Tax Return for the period January 1, 2007 to December 31, 2007 must be filed on or before April 15, 2008 unless you have an established fiscal year for Federal Income Tax purposes, which is different from the calendar year. When a tax due date falls on a day when the municipal building is closed for public access, taxpayers are provided the next working day to file. This includes holidays, weekends, and closings related to inclement weather conditions. Final fiscal returns must be filed within 105 days following the close of such fiscal year or period.

A taxpayer who requires an extension of time in which to file his/her Annual Tax Return shall make written application to the appropriate Officer no later than one hundred and five (105) days from the end of the calendar or fiscal year for which the Return will be filed. A copy of the taxpayer's application to the United States Internal Revenue Service or Pennsylvania Department of Revenue for an extension of time to file his/her annual return shall constitute an acceptable written application under this section when submitted to the appropriate Officer as specified herein.

An extension of time to file the Annual Tax Return does not extend the time to pay the tax. The amount of tax reasonably estimated to be due must be paid to the Officer in full with the application for extension.

If the tax due is not paid in full, interest at the rate of six percent (6%) per annum must be paid on any balance due even though the Tax Office grants an extension of time for filing. In addition, please note that penalty at the rate of six percent (6%) per annum must also be paid on any balance due.

## XI. WHERE TO FILE YOUR RETURN AND PAY YOUR TAX

Your completed return should be taken or mailed to the Tax Office listed on the front of this brochure. If your balance of tax due on line 18 is less than \$2.00, no payment is required. If your return shows a balance due of \$2.00 or more, it must be paid in full at the time of filling the return. Checks or money orders should be made payable to the Collector or Municipality Treasurer as indicated on the return.

## XII. PENALTY & INTEREST

Any person failing, neglecting or refusing to file a return in conformity with the provisions of the Tax Ordinance and Resolution and Rules and Regulation shall, upon conviction, be liable to a fine of not more than Five Hundred Dollars (\$500) for each offense, plus costs, and in default of payment of said fine and costs, be imprisoned for a period not exceeding thirty (30) days.

All taxes imposed by the Ordinance and Resolution remaining unpaid after they have become due shall bear interest and penalty at the rate of 1% (1/2 % penalty and 1/2 % interest per month) of the amount of unpaid tax for each month or fraction thereof during which the tax remains unpaid.

## XIII. INQUISITORIAL POWERS

The Collector or his agent is authorized and empowered to examine the books, papers, and records of any taxpayer or supposed taxpayer to verify the accuracy of any return made, or if no return was filed, to ascertain the tax due, if any. Every taxpayer or supposed taxpayer is required to give the Collector or his agent the means; facilities and opportunity for examination and investigations as are authorized.

ADDENDUM A

TYPE OF COMPENSATION	TAXABLE	Employer Contributions to Qualified Old Age or Retirement Benefit Plans	No	Net Profits from Non-Operating Investment Interest in Petroleum or Mineral Resources In Place	No
Active Duty Military or National Guard Pay	No	Employer's Reimbursement of Employee's Automobile Expenses	No	<i>(Unless petroleum or mineral resources serve an operational function in investor's business)</i>	
Administrator's Fees	Yes	Employer's Reimbursement of Employee's Business Expenses	No	Net Profits of a Business, Profession or Farm Conducted by a Sole Proprietor	Yes
<i>(When earned for services rendered or decisions made)</i>		Employer's Reimbursement of Employee's Moving Expenses	No	Net Profits of a Business, Profession or Farm Conducted as a Partner	Yes
Alimony Payments	No	Employer's Reimbursement of Employee's	No	Overtime Pay	Yes
Annual Leave Pay	Yes	Travel/Meal/Lodging Expenses	No	Patent Fees	Yes
Automobile Allowance Provided by Employer	No	<i>(Unless reimbursement exceeds actual expenses incurred)</i>		Payments received as Considerations for Refraining from the Performance of Services Under a Covenant	Yes
<i>(Unless allowance exceeds actual expenses incurred)</i>		Executors Fees	Yes	Not to Compete	
Awards	No	Federally Taxable Non-Cash Fringe Benefits	No	Pensions	No
<i>(Unless recipient must render substantial service as a condition of receipt)</i>		Fellowships	No	Premature Distribution of Employer's Contribution to a Qualified Old Age or Retirement Benefit Program	Yes
Back Salary or Wage Payments	Yes	<i>(When awarded from detached generosity on the basis of financial need or academic achievement and not as compensation for services rendered)</i>		<i>(Unless "rolled over" into another qualified plan)</i>	
Bequests	No	Fiduciary's Fees	Yes	Prizes	No
Bonus Depreciation	Yes	<i>(When earned for services rendered or decisions made)</i>		<i>(Unless recipient must render substantial service as a condition of receipt)</i>	
Bonuses	Yes	Gambling Winnings	No	Profits from Casual Exchange or Sale of Property	No
Cafeteria Plan Benefits	No	Gifts	No	Public Assistance Benefits	No
Capital Gains	No	Golden Parachute Payments	Yes	Rents Derived from Passive or Investment Ownership or Real Property	No
Child Support Payments	No	Graduate Assistantship Stipends	Yes	Retirement Pay	No
Clergy Wages	Yes	Gratuities	Yes	Retroactive Salary or Wage Increases	Yes
Commissions	Yes	Group Term Life Insurance Premiums Paid by Employers	No	Royalties	Yes
Copyright Fees	Yes	<i>(See Cafeteria Plan Benefits if applicable)</i>		<i>(Where the taxpayer is in business as a writer, author, composer, inventor, etc. or holds an operating interest in oil, gas, or mineral properties.)</i>	
Damages for Personal Injuries	No	Guaranteed Annual Wage Payments	Yes	S Corporation Income	No
Death Benefit Payments	No	Guaranteed Payments to Partners	Yes	<i>(Provided however, that earned income received by a taxpayer as a shareholder or employee of an S Corporation such as W-2wages, consulting income, or other income set forth on a 1099 is not excluded.)</i>	
Deceased Person's Salary or Wages	Yes	Holiday Pay	Yes	Salaries	Yes
Debt Forgiveness	Yes	Honoraria	Yes	Salary and Wage Adjustments	Yes
Director's Fees	Yes	Housing Allowances Provided by Employer	No	Scholarships	No
<i>(When earned for services rendered or decisions made)</i>		<i>(When furnished for the convenience of the employer or for member of clergy)</i>		<i>(When awarded from detached generosity on the basis of financial need or academic achievement and not as compensation for services rendered)</i>	
Disability Pay (Regular Wages)	Yes	Incentive Payments	Yes	Separation Benefits	Yes
Disability Pay (Third Party Insurer)	No	Interest	No	Severance Pay	Yes
Distributions from Annuities	No	<i>(Unless taxpayer is in the business of lending money)</i>		Shift Differential Pay	Yes
<i>(To the extent that the distributions represent a return of the taxpayer's own contribution upon which he/she originally paid the tax)</i>		Jury Duty Pay	No	Sick Pay (Regular wages)	Yes
Distributions from Non-Qualified Deferred Compensation Plan	Yes	Life Insurance Premiums Paid by Employers	No	Sick Pay (Third Party Insurer)	No
<i>(To the extent that the contributions to the non-qualified plan were not taxed at the time of contribution)</i>		Life Insurance Proceeds	No	Social Security Benefits	No
Distributions from Qualified Deferred Compensation Plans	No	Living Allowance Provided by Employer	No	Stand-by Pay	Yes
<i>(To the extent that the distributions represent a return of the taxpayer's own contribution upon which he/she originally paid the tax)</i>		<i>(Unless allowance exceeds actual expenses incurred)</i>		Stipends Paid to Graduate Assistants	Yes
Distributions from Estates	No	Lottery Winnings	No	Stock Bonus Plans	Yes
Distributions from Profit Sharing Plans	No	Meals and Lodging Furnished for the Convenience of the Employee	Yes	<i>(Only the earnings component, when exercised)</i>	
<i>(To the extent that the distributions represent a return of the taxpayer's own contribution upon which he/she originally paid the tax)</i>		Meals and Lodging Furnished for the Convenience of the Employer	No	Stock Option Plans - Non-qualified	Yes
Distributions from Qualified Old Age or Retirement Benefit Programs upon Retirement	No	Military Reserve Pay	Yes	<i>(Only the earnings component, when exercised)</i>	
Distributions from Trusts	No	<i>(Except active duty)</i>		Stock Option Plans - Qualified	Yes
Dividends	No	Mortgage Assistance Provided by Employer	Yes	Strike Benefits	No
Drawing Accounts	Yes	<i>(if provided in lieu of compensation)</i>		Supplemental Unemployment Benefits	No
<i>(As reported on current year's Form W-2)</i>		Moving Allowance Provided by Employer	No	Taxes Assumed by Employer for Employee	Yes
Employee Contributions to Annuities	Yes	<i>(Unless allowance exceeds actual expenses incurred)</i>		Tips	Yes
<i>(Unless contributions are made under a Cafeteria Plan)</i>		National Guard Pay	Yes	Trustee's Fees	Yes
Employee Contributions to Cafeteria or Flexible Benefit Plans	No	<i>(Except active duty)</i>		<i>(When earned for services rendered or decisions made)</i>	
Employee Contributions to Non-Qualified Deferred Compensation Plans	No	Net Profits from Business Activities Conducted by a Trust or Estate	Yes	Unemployment Benefits	No
Employee Contributions to Qualified Deferred Compensation Plans	Yes	Net Profits from the Business of Renting Personal Property	Yes	Vacation Pay	Yes
<i>(Unless contributions are made under a Cafeteria Plan.)</i>		Net Profits from the Business of Renting Real Property	Yes	Veterans Administration Allotments for Subsistence or Disability Wages	No
Employee Contributions to Qualified Old Age or Retirement Benefit Plans	Yes	<i>(Where the lessor actively manages the realty by furnishing labor and services to the leased premises)</i>		Worker's Compensation Benefits	No
<i>(Unless contributions are made under a Cafeteria Plan)</i>		Net Profits from the Operation of Hotels, Motels, Boarding Houses, etc.	Yes		
Employee Discounts (Merchandise or Services)	No	Net Profits from Passive or Investment Interest in a Business, Profession, or Farm as a Limited Partner	No		
Employer Contributions to Annuities	No	<i>(When investor does not actively and materially participate in management or operation of the partnership)</i>			
Employer Contributions to Cafeteria or Flexible Benefit Plans	No				
<i>(Unless employee elects cash option or otherwise taxable benefits)</i>					
Employer Contributions to Non-Qualified Compensation Plans	No				
Employer Contributions to Qualified Deferred Compensation Plans	No				

**INSTRUCTIONS  
for  
COLLEGE TOWNSHIP  
and  
STATE COLLEGE AREA  
SCHOOL DISTRICT  
Earned Income and  
Net Profits Tax Return  
2007**

IMPORTANT

This brochure contains instructions for completion of the accompanying Earned Income and Net Profits Tax Return. The brochure is for reference only and clarification or interpretation should be directed to the "Rules and Regulations for Tax on Earned Income and Net Profits." Please read these instructions carefully before completing your return. If you need assistance, please contact the Tax Office listed below.

**College Township Tax Office**  
**1481 E. College Ave.**  
**State College, PA 16801**

**Telephone: (814) 231-3021**  
**Fax: (814) 231-8414**

**Website: [www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)**

**Office Hours: 8:00 a.m.-5:00 p.m.**  
**Monday through Friday**

REMINDER

All returns must be signed and dated to be considered complete. A completed Earned Income and Net Profits Tax Return is required of everyone even though the tax has been withheld by an employer. If no earned income or net profits were received, a signed and dated return stating "retired" or "no income" must be filed with the Tax Office. If for any reason you believe this return does not apply, please contact the Tax office listed above.