



RICHLAND TOWNSHIP

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Richland Township Local Services Tax

Instructions for Local Services Tax Remittance for Local Self-Employed Persons

On November 26, 2007, the Richland Township supervisors passed Ordinance #234, enacting the **Richland Township Local Services Tax**. This tax is levied on each individual for the privilege of engaging in an occupation within the Township boundaries.

Each **Self-Employed Individual** within the Township who performs services of any type or kind, or engages in any occupation or profession within a primary place of employment in the Township is required to pay the \$52.00 per year for said tax, and comply with the following:

- i. Prepare and file a "Self-Employed Return" (which is to be provided by the Tax Collector) to pay the tax. Failure of the Tax Collector to supply the form to you **does not** provide relief from remitting the tax.
- ii. Make payment of the tax to Tax Collector with the return.
 - a. Each self-employed individual is required to file the "Self-Employed Return" on a quarterly basis as per the taxable period and due dates below; **however, if you prefer to make one payment per year for the full amount of \$52.00, you may choose to do so by the first taxable period due date of April 30.** Otherwise, you must file as per the following schedule.

<u>Taxable Period</u>	<u>Amount Due</u>	<u>Due Date</u>
January 1 - March 31	\$13.00	April 30
April 1 - June 30	\$13.00	July 30
July 1 - September 30	\$13.00	October 30
October 1 - December 31	\$13.00	January 30

Enclosed are the proper forms that must be completed in order to comply with the terms stated in the Ordinance. (Ordinance #234 is available on our web-site at www.richlandtownship.org.) **You may reproduce these original forms and submit copies.** Also included are the refund and exemption forms and instructions if you meet the required criteria.

Should you have any questions, please feel free to contact our office.

Sincerely,



April Hillaert
Assistant Treasurer

The following is for your personal record keeping only. Do not return this letter with your payment.
Please only return the proper form with your remittance.

1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Payment Date	Payment Date	Payment Date	Payment Date
Pymt. Amount / Ck. #			
\$	\$	\$	\$