

UPPER MERION TOWNSHIP
175 W. VALLEY FORGE RD.
KING OF PRUSSIA, PA 19406
ATTN: BUSINESS TAX OFFICE

LICENSE NO.

NAME AND ADDRESS

PAYROLL TAX DEPARTMENT

MUNICIPAL SERVICES TAX RETURNS ENCLOSED

IMPORTANT: ALL FOUR QUARTERS ENCLOSED. DETACH EACH QUARTER BEFORE COMPLETING.

FORWARD TO PAYROLL TAX DEPARTMENT

2006

EMPLOYER'S RETURN

PAYABLE TO:
UPPER MERION TWP.
175 W. VALLEY FORGE RD.
KING OF PRUSSIA, PA 19406
ATTN: BUSINESS TAX OFFICE
PHONE: (610) 265-2600
www.umtownship.org

**UPPER MERION TOWNSHIP
MUNICIPAL SERVICES TAX RETURN**

MST-1

**1ST. QTR.
FOR PERIOD ENDING:
JANUARY 1 TO MARCH 31
DUE DATE: APRIL 30**

1. Total number of individuals reported herewith
2. Gross amount of tax (Line 1 x \$45.00)
3. Penalty (10% of tax due) (If paid after due date)
4. Interest (1 1/8% per month)
5. Total - including any penalty and interest due (Add lines 2, 3 & 4)

LICENSE NO.

**DETACH BEFORE COMPLETING
ALL FOUR QUARTERS ENCLOSED**

NAME AND ADDRESS

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION
HEREIN CONTAINED IS TRUE AND CORRECT.

AUTHORIZED
SIGNATURE

DATE FILED

PHONE NO.

**(SEE INSTRUCTIONS ON BACK)
INDIVIDUAL LISTING FORM**

INDIVIDUAL NAME

SOCIAL SECURITY NUMBER

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**ADDITIONAL EMPLOYEES MAY BE LISTED ON A BLANK SHEET OF PAPER AND ATTACHED TO THIS FORM.
SEND ORIGINAL QUARTER WITH PAYMENT AND MAKE A COPY FOR YOUR RECORDS.**

2006
EMPLOYER'S RETURN

UPPER MERION TOWNSHIP
MUNICIPAL SERVICES TAX RETURN

MST-1

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2ND. QTR.
FOR PERIOD ENDING:
APRIL 1 TO JUNE 30
DUE DATE: JULY 31

DETACH BEFORE COMPLETING
ALL FOUR QUARTERS ENCLOSED

1. Total number of individuals reported herewith
2. Gross amount of tax (Line 1 x \$45.00)
3. Penalty (10% of tax due) (If paid after due date)
4. Interest (1 1/8% per month)
5. Total - including any penalty and interest due (Add lines 2, 3 & 4)

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MUNICIPAL SERVICES TAX RETURN**

MST-1

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KING OF PRUSSIA, PA 19406
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3RD. QTR.
FOR PERIOD ENDING:
JULY 1 TO SEPTEMBER 30
DUE DATE: OCTOBER 31

1. Total number of individuals reported herewith
2. Gross amount of tax (Line 1 x \$45.00)
3. Penalty (10% of tax due) (If paid after due date)
4. Interest (1 1/8% per month)
5. Total - including any penalty and interest due (Add lines 2, 3 & 4)

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MUNICIPAL SERVICES TAX RETURN

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4TH. QTR.
FOR PERIOD ENDING:
OCTOBER 1 TO DECEMBER 31
DUE DATE: JANUARY 31

DETACH BEFORE COMPLETING
ALL FOUR QUARTERS ENCLOSED

1. Total number of individuals reported herewith
2. Gross amount of tax (Line 1 x \$45.00)
3. Penalty (10% of tax due) (If paid after due date)
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INSTRUCTIONS TO EMPLOYER

1. Forms must be filed on or before due date shown on the face of the form.
2. It is the duty of the employer to collect \$45.00 PER YEAR from himself and all employees working within the corporate limits of Upper Merion Township.
3. If new employees are hired after April 30 of the tax year, it is the responsibility of the employer to file additional Municipal Services Tax Returns within the Supplemental periods.
4. In the event that you have no employees from whom you are required to deduct the tax, IN the period shown write the word NONE on line one (1) of the Form MST-1 "Employer's Return," sign the form and return to the Business Tax Office, Upper Merion Township, 175 W. Valley Forge Rd., King of Prussia, PA 19406.
5. Return original with check made payable to:

Upper Merion Township
175 W. Valley Forge Rd.
King of Prussia, PA 19406
ATTN: Business Tax Office
6. Additional listing forms and/or individual "Municipal Services Tax Deduction Certificate" forms are available upon request. The employee's paystub is sufficient proof of Tax Deduction, however, individual employee receipts, Form MST-2, are available if required.
7. Employer's Listings of employees with Social Security numbers, whether or not computerized, are acceptable.
8. Individual shall mean any person, male or female, engaged in any occupation, trade or profession of any nature, type or kind whatsoever, within the Corporate limit of the Township, whether in the employ of another or self-employed.
9. If you, as the employer, fail to deduct the MST tax, you are responsible for same as though you did deduct it.