



BOROUGH OF LEETSDALE

2022 LOCAL SERVICES TAX

1. The Local Services Tax is a payroll deducted tax authorized by the Commonwealth of Pennsylvania and enacted by Ordinance of the Borough of Leetsdale. This tax is due from all individuals who are employed within the Borough of Leetsdale including all Federal employees, self-employed individuals, temporary agency employees, contractors and any other individuals who engage in any occupation or professions within the Borough.
2. The Local Services Tax (\$52 per year) is to be **payroll deducted throughout the year divided by the number of payrolls you have per year and remitted to the Borough of Leetsdale as follows:**

January 1 – March 31	payable no later than April 30
April 1 – June 30	payable no later than July 31
July 1 – September 30	payable no later than October 31
October 1 – December 31	payable no later than January 31

3. **Employers must file a quarterly return (enclosed) for each quarter. Insert your company name, address and contact information and return to me via mail, email or fax (contact info below).**
4. The \$12,000 low-income exemption – When an employee claims this exemption, he/she must complete an exemption application (form enclosed). Keep a copy for your records and **enclose the original with your quarterly return and check payable to:**

Jennifer Simek, LST Officer
Borough of Leetsdale
373 Beaver Street, Suite A
Leetsdale, PA 15056

5. The ordinance is available on our website at www.leetsdaleboro.net. Choose Links and Leetsdale Ordinances.
6. For more information go to www.newpa.com and on the right click on *Tax Information*
7. If you have any questions, please call me at 724-266-4820 xt.0, Monday through Friday 8:30 am to 4:30 pm or email me at simek@leetsdaleboro.net.

Jennifer Simek
Local Services Tax Officer