

# FRANKLIN PARK BOROUGH

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Pittsburgh, PA 15237

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## NEW EMPLOYER LOCAL SERVICE TAX (LST) REGISTRATION

EMPLOYER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL ID#: \_\_\_\_\_

EFFECTIVE DATE OF 1<sup>ST</sup> PAYROLL: \_\_\_\_\_

(if other than January 1<sup>st</sup>)

DO YOU USE A PAYROLL SERVICE? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, indicate which one: \_\_\_\_\_

**LOCAL SERVICES TAX REGISTRATION:**

*(\$52.00 annual local services tax is withheld and paid to the workplace location. If there is no PA workplace and employee is based out of the home, then the workplace location is considered the employee's home district.)*

**CHECK WHICHEVER APPLIES:**

Business located in Franklin Park: \_\_\_\_\_

Home-based employee working out of his/her home in Franklin Park: \_\_\_\_\_

DO YOU REQUIRE LST FORMS? Yes: \_\_\_\_\_ No: \_\_\_\_\_

You can download the forms from the Franklin Park Borough website at [www.franklinparkborough.us](http://www.franklinparkborough.us).

Many payroll services do not submit the Local Services Tax quarterly returns. Please check with them. If not, then the employer has the responsibility to file on their own.

*For LST Office Use Only*

Codes Assigned: LST: \_\_\_\_\_

Memo: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_