

INDIVIDUAL EARNED INCOME TAX RETURN
TOWNSHIP OF HAYCOCK
 And their portion of the
QUAKERTOWN COMMUNITY SCHOOL DISTRICT
 FOR THE PERIOD JANUARY 1, 2009 TO DECEMBER 31, 2009

2009

RETURN COMPLETED COPY TO: LOIS WALTERS E.I.T.O. - 1266 EAST SAWMILL RD - QUAKERTOWN, PA 18951
TELEPHONE: 215-536-4253

TAXPAYER NAME AND ADDRESS:

SOCIAL SECURITY#:

RESIDENT STATUS	
<input type="checkbox"/>	FULL YEAR
<input type="checkbox"/>	PART YEAR
	FROM <u> </u> / <u> </u> /09
	TO <u> </u> / <u> </u> /09

Tax Collector will be at the Township Building on April 14 & 15, 3:00 p.m. to 7:00 p.m.

INCOME: NO ROUNDING OFF TO THE NEAREST DOLLAR

1. LIST TAX YEAR 2009 EMPLOYERS AND DATES: (Attach copies of all W-2 and/or 1099-Misc Forms)		STATE WAGES	LOCAL TAX WITHHELD(box19)
A.	FROM: / /09 TO: / /09	\$	\$
B.	FROM: / /09 TO: / /09	\$	\$
C.	FROM: / /09 TO: / /09	\$	\$
D.	FROM: / /09 TO: / /09	\$	\$
E.	FROM: / /09 TO: / /09	\$	\$
F.	FROM: / /09 TO: / /09	\$	\$
2. TOTALS AS LISTED ABOVE..... 2.		\$	\$
3. UNREIMBURSED BUSINESS EXPENSES (Attach copy of State PA UE Form)..... 3.		\$	\$
4. NET LOSS FROM BUSINESS (Attach copies of all applicable State Schedules)..... 4.		\$	
5. NET PROFIT FROM BUSINESS (Attach copies of all applicable State Schedules)..... 5.		\$	
6. INCOME SUBJECT TO TAX (Line 2 GROSS WAGES less Line 3 less Line 4 plus Line 5)..... 6.		\$	
7. TAX CALCULATION (1.5% of Line 6)..... 7.			\$
TAX CREDITS	8. LOCAL TAX WITHHELD BY EMPLOYER(S) (Line 2 LOCAL TAX WITHHELD)..... 8.		\$
	9. INDIVIDUAL PAYMENTS OF ESTIMATED TAX..... 9.		\$
	10. TAX CREDIT FROM PREVIOUS YEAR..... 10.		\$
	11. TOTAL TAX CREDITS (Line 8 plus Line 9 plus Line 10)..... 11.		\$
12. BALANCE OF TAX DUE (Line 7 less Line 11)			\$
13. TOTAL PAID WITH THIS RETURN (Please make checks payable to Lois Walters E.I.T.O.)			\$

DISREGARD OVERPAYMENTS OR UNDERPAYMENTS LESS THAN \$1.00
 AFTER APRIL 15TH ADD \$10.00 LATE FEE

14. OVERPAYMENT (Line 11 less Line 7) REFUND REQUEST OR CREDIT REQUEST 14. \$

I declare under the penalties provided by law that I have examined this return; To the best of my knowledge and belief, it is a true and complete return.

Taxpayer Signature: _____ Date: _____

INSTRUCTIONS FOR FILING EARNED INCOME TAX RETURN

- WHO MUST FILE:** Every Resident of the Township of Haycock, who had taxable income during any part of the year must file an Individual Final Return, unless they have previously notified the E.I.T. Office of their permanent retirement or disability. **JOINT RETURNS WILL NOT BE ACCEPTED.** This Return must be filed even though your tax was fully withheld with no tax due. If you are a Student, include all income earned, both in PA and out of State. **THERE IS NO MINIMUM AMOUNT OF EARNED INCOME OR NET PROFITS THAT MUST BE EARNED BEFORE BEING REQUIRED TO FILE A RETURN.**
- NO TAXABLE INCOME:** If you received a Return, but had no taxable income for the year, write "O" on Line 1.
- PART-YEAR RESIDENTS:** LIST THE PORTION OF YOUR INCOME EARNED WHILE YOU WERE A RESIDENT AND COMPLETE THE PARTIAL YEAR, FORMER AND PRESENT ADDRESS, AND DATES EMPLOYED THIS YEAR SECTIONS.
- WHEN TO FILE:** Your Return must be filed on or before April 15th. If the 15th falls on a weekend or holiday, returns are due on the next business day.
- WHERE TO FILE:** File your completed Return at the Township Building on April 14 & 15 from 3:00 to 7:00 p.m. in person, or mail your Return. To have your copy receipted by mail, return both the Tax Office and Taxpayer copies along with a self-addressed, stamped envelope.
- TAXABLE INCOME:** Both Earned Income from employment and Net Profits from self-employment should be included on this form.
- EARNED INCOME:** Taxable compensation includes, but is not limited to: salaries; wages; tips; gratuities; commissions; bonuses; incentive payments; vacation and holiday pay; certain early distributions from retirement plans; and termination pay. Taxable compensation is determined based on the Pennsylvania Tax Laws. Further details on what constitutes taxable compensation can be found in the Pennsylvania Personal Income Tax Guide at www.revenue.state.pa.us.
- NET PROFITS:** Net profits or losses from the operation of a business, profession or farm as defined based on Pennsylvania Tax Laws. A taxpayer may offset a business loss against taxable compensation but may not offset a loss from one business against the net profit from another business. Copies of Pennsylvania Schedules C, F and RK-1 must be submitted with your return. In the case where a partnership is not a Pennsylvania partnership, you should attach the federal K-1. The term "Net Profits" does not include income which is not paid for services provided and which is in the nature of earnings from an investment. S-Corporation net profits are not taxable. More detailed information on what constitutes taxable net profits can be found in the Pennsylvania Personal Income Tax Guide at www.revenue.state.pa.us.
- NON-TAXABLE INCOME:** Interests, Dividends, Social Security Payments, Pensions, Retirement Distributions, Workmen's Compensation, Unemployment Compensation, Insurance Proceeds, Gifts, Bequests and Inheritances, Active Duty Military Pay, Third-Party Sick Pay, Capital Gains, Lottery Winnings, Incidental Rental Income, Investment Partnership Income, Public Assistance, Supplementary Unemployment Pay (Sub Pay), and subchapter "S" Corporation Income are not taxable for local purposes.
- LOSSES:** A LOSS INCURRED FROM A PROFESSION, BUSINESS ACTIVITY, OR VENTURE, REGARDLESS OF NATURE, MAY NOT BE DEDUCTED FROM THE NET PROFITS OF ANY OTHER BUSINESS ACTIVITY. Federal 1040 Schedule C, F, and K-1 losses may be deducted from W-2 or 1099-MISC Income and reported on line 5. No Schedule E rental losses, K-1 rental losses, or SK-1 losses are allowed.
- PAYMENTS OR REFUNDS:** Payments of 99¢ or less are not required. Send payment by check or money order to "Haycock Township EIT". Do not send cash. Refunds of less than \$1.00 will not be made. Refunds are issued only if all required documents (W-2's, 1099's, Schedules, UE's) are attached to the Final Return.
- BAD CHECKS:** A \$25.00 charge will be levied each time a check is returned unpaid by the bank.
- FAILURE TO FILE:** Failure to receive a Tax Return does not excuse a taxpayer from filing a return or paying any tax due. Forms are available at the Municipal Building, www.haycocktwp.com or call 215-536-4253 to order forms. **FAILURE TO FILE MAY RESULT IN A FINE OF UP TO \$500 plus costs and/or 30 days in jail (Haycock Township).**
- FEDERAL EXTENSIONS:** File a copy of your Federal Extension at the Tax Office by April 15th and, if required, send a copy of the Second Extension by August 15th. An extension for filing the Return does not waive or eliminate interest and penalty charges if there is a tax balance. Interest and penalty charges continue to accrue on unpaid tax even though an extension was filed.
- LATE PAYMENTS:** Add 1% interest and penalty charges per month on the tax balance due, Line 12, and report on Line 13 Tax payment is due by April 15th, even if an extension is filed.
- MISCELLANEOUS:** Occupation Privilege Tax, PA or NJ Unemployment Tax, or State Income Tax cannot be included as local tax withheld on this Return.
- UNREIMBURSED BUSINESS EXPENSES:** You may deduct from wages paid your ordinary, actual, reasonable and necessary business expenses required as a condition of your employment and not reimbursed by your employer. **TO RECEIVE A REFUND BASED ON THESE EXPENSES, YOU MUST COMPLETE A PA SCHEDULE FOR EACH EMPLOYER, INCLUDE THIS FORM WITH YOUR TAX RETURN.**