

MUNICIPAL & SCHOOL INCOME TAX OFFICE

2790 W FOURTH ST
WILLIAMSPORT, PA 17701

PHONE: (570) 601-3980
FAX: (570) 327-0650

Enclosed is a check in the amount of \$_____ for the total amount of **Income Tax Withheld**
from Wages for the Month of _____.

NAME: _____

ACCOUNT # _____

PLEASE KEEP A COPY FOR YOUR RECORDS

INSTRUCTIONS FOR ADVANCE PAYMENTS

Employers who withhold tax must file a return and pay any balance due by the last day of the month following the end of the quarter. The return must contain the names, addresses, social security numbers, gross wages and amount withheld for all employees. Employers who withhold a tax amounting to more than fifty dollars (\$50.00) during the first or second months of any calendar quarter, shall remit the actual amount of the tax withheld to the Municipal and School Income Tax Officer on or before the fifteenth (15th) of the month next following the month during which the tax was deducted. Employers have the option of filing quarterly returns on CD. Formatting instructions are available by calling the office at (570) 601-3980.