

FINAL EARNED INCOME TAX RETURN

MUNICIPAL & SCHOOL EARNED INCOME TAX OFFICE

2790 West Fourth Street ~ Williamsport PA 17701

PHONE: 570-601-3980

FAX: 570-327-0650

WEB SITE: [lycomingtax.org](http://lycomingtax.org)

ATTACH APPROPRIATE  
COPIES OF STATE  
SCHEDULES AND/OR ALL  
W-2'S & 1099'S

**2018**

TAX YEAR

**YOU ARE REQUIRED BY LAW TO FILE THIS RETURN ON OR BEFORE APRIL 15<sup>th</sup> EVEN IF NO TAX IS DUE OR IF ALL TAX HAS BEEN WITHHELD**

Name & Current Address in box below

A husband and wife may both file on this form, however tax calculations **must** be reported in separate columns. Joint filing (combining of income or expenses) is not permitted.

FULL YEAR RESIDENT? YES  MUNICIPALITY→

NO  → COMPLETE THE FOLLOWING MOVING INFORMATION:

Moved In 1/1	Address	Moved In 1/1	Address
Moved Out		Moved Out	
Moved In		Moved In	
Moved Out 12/31		Moved Out 12/31	

	Taxpayer- A ↕	Taxpayer-B ↕
Name		
Social Security #		

**YOU MUST COMPLETE** →

- Gross Earnings from Employment: **Enclose W-2s Round to the nearest Whole Dollar**
- Allowable Non-Reimbursed Employee Business Expenses **Enclose PA Sch UE or complete section on back**
- Other Earned income **Enclose 1099-MISC / 1099-R if taxable to the State. DO NOT INCLUDE INTEREST, DIVIDENDS, CAPITAL GAINS, 1099-C.**
- Taxable Earnings **Line 1 minus Line 2 plus Line 3. IF LESS THAN ZERO, ENTER ZERO**
- Net Profit **Attach** PA Sch C, F, RK-1 and/or NRK-1
- Net Loss **Attach** PA Sch C, F, RK-1 and/or NRK-1
- Subtotal **Subtract Line 6 from Line 5 IF LESS THAN ZERO, ENTER ZERO**
- Total Earned Income **Line 4 plus Line 7**
- Tax Liability **Line 8 multiplied by tax rate \_\_\_\_\_(See instructions)**
- Earned Income Tax Withheld
- Quarterly Estimated Payments/Credit From Previous Tax Year
- Misc Credit **See worksheet on back of form for calculating Philadelphia/Out of State Credit**
- Total of 10, 11, & 12
- REFUND/CREDIT **Subtract Line 9 from Line 13 Enter amount if more than \$1.00**
- CREDIT TO NEXT YEAR/CREDIT TO SPOUSE **Next Year \$**  **Spouse \$**
- TAX DUE **If Line 9 is greater than Line 13-Subtract Line 13 from Line 9**  
**NOTE: Amounts of \$1.00 or less need not be paid.**
- Penalty after April 17th **SEE INSTRUCTIONS**
- Interest after April 17th **SEE INSTRUCTIONS**
- TOTAL AMOUNT DUE **Line 16 plus Line 17 plus Line 18**

1.	.00	.00
2.	.00	.00
3.	.00	.00
4.	.00	.00
5.	.00	.00
6.	.00	.00
7.	.00	.00
8.	.00	.00
9.	.00	.00
10.	.00	.00
11.	.00	.00
12.	.00	.00
13.	.00	.00
14.	.00	.00
15.	.00	.00
16.	.00	.00
17.		
18.		
19.		

**Make checks payable to: INCOME TAX OFFICER. A FEE OF \$20.00 WILL BE CHARGED FOR RETURNED CHECKS.**

I declare under penalties of perjury that I have examined this return and to the best of my knowledge and belief, it is a true, accurate and complete return.

Signature-Taxpayer A	Date	Occupation	E-Mail	Daytime Telephone

Signature-Taxpayer B	Date	Occupation	E-Mail	Daytime Telephone

Preparer's Name/Address (Please Print)	Preparer's Telephone

**EMPLOYMENT/OTHER INCOME WORKSHEET**

Municipal & School Earned Income Tax Office collects the earned income/compensation tax and the net profits tax for the following school districts and the municipalities contained in them. If you were a resident of any of the municipalities and school districts for all or any portion of the tax year, you are required to file a written form with this office.

East Lycoming SD – 1.7% Jersey Shore SD – 1.6% (includes Avis Boro, Crawford TWP, & Pine Creek TWPI) Loyalsock SD – 1.65% Montgomery SD – 1.75%	Montoursville SD – 1.65% Muncy SD – 1.75% So Williamsport SD – 1.6% Williamsport SD – 2%
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**Taxpayer A**

EMPLOYER/SOURCE OF INCOME	DATES EMPLOYED		TAXPAYER A		PRO-RATED FIGURES	
	FROM	TO	GROSS EARNINGS	LOCAL-TAX WITHHELD	PRO-RATED EARNINGS	PRO-RATED TAX
Enclose a W-2, 1099 or written explanation of income for each entry. Do not include income from 1099-DIV/INT, PA Unemployment Comp., Capital Gains						
1						
2						
3						
4						
5						
6						
If more space is needed you may attach an additional sheet of paper.			<b>TOTAL</b>			
				Enter on Line 1	Enter on Line 10	Enter on Line 1

**Taxpayer B**

EMPLOYER/SOURCE OF INCOME	DATES EMPLOYED		TAXPAYER B		PRO-RATED FIGURES	
	FROM	TO	GROSS EARNINGS	LOCAL-TAX WITHHELD	PRO-RATED EARNINGS	PRO-RATED TAX
Enclose a W-2, 1099 or written explanation of income for each entry. Do not include income from 1099-DIV/INT, PA Unemployment Comp., Capital Gains						
1						
2						
3						
4						
5						
6						
If more space is needed you may attach an additional sheet of paper.			<b>TOTAL</b>			
				Enter on Line 1 or 3	Enter on Line 10	Enter on Line 1

**NON RECIPROCAL STATE/PHILADELPHIA CREDIT WORKSHEET**

<b>ACTUAL INCOME</b> taxed by other state as shown on other state's return or for Philadelphia credit as shown on W-2 or as reported to The City of Philadelphia. <b>Required: Attach copy of out-of-state return &amp; PA40 including PA Schedule G</b>	(1)	
Local Tax Rate as specified in the table above	x	%
Local Tax Liability	(2)	
Tax Liability paid to other state or Philadelphia (PHILADELPHIA CREDIT: Lesser Amount should be entered on Line 12)	(3)	
Continue for OUT-OF-STATE CREDIT: PA Income Tax (Line 1 x PA Income Tax Rate)	(4)	
LOCAL TAX CREDIT (Line 3 minus Line 4) If Line 4 is more than Line 3 enter ZERO, Enter lesser amount from Line 2 or 5 on Line 12	(5)	

**Unreimbursed Employee Business Expenses**

Employer Name: \_\_\_\_\_ Job Description: \_\_\_\_\_

- Union Dues (list union name(s) and amount(s): \_\_\_\_\_
- Work Cloths and Uniforms (required as a condition of employment and not suitable for everyday use): \_\_\_\_\_
- Small Tools and Supplies (required as a condition of employment and not provided by your employer): \_\_\_\_\_
- Miscellaneous (include itemized list): \_\_\_\_\_
- Total Allowable Employee Expenses (add lines 1 through 4): \_\_\_\_\_
- Reimbursements (enter amounts that your employer DID NOT report on your W-2): \_\_\_\_\_
- Net Expenses (subtract line 6 from 5): \_\_\_\_\_