Tax law requires that $52 be withheld for the Local Services Tax (LST) in equal amounts from each pay during the calendar year. This affects University of Pittsburgh employees as follows:

**Paid Monthly** - - $4.33/pay
**Paid BiWeekly** - - $2.00/pay

You may qualify for an exemption for any of the following reasons:

1. Multiple Employers
2. Expected total earned income and net profits from all sources within Hempfield Township will be less than $12,000
3. Active Duty Military Exemption
4. Military Disability Exemption

To claim exemption from the LST for calendar year 2017, you must complete an exemption certificate. A link to the LST Exemption Form on the Keystone Collections Group website can be found by visiting the Payroll Forms page @ [http://payroll.pitt.edu/employee-forms/](http://payroll.pitt.edu/employee-forms/).

Please be aware that these exemption certificates “expire” at the end of each year. **Therefore, if you submitted an exemption certificate for 2016 and meet the criteria again for 2017, you must complete another form.**

Submit one copy of the exemption certificate with the required supporting documentation to the Payroll Office. Submit a second copy to:

Keystone Collections Group  
546 Wendel Road  
Irwin, PA 15642

Claims for exemption received after the 15th of the month for monthly employees or after the pay period ending date for biweekly employees, may not be applied until the following pay.

Additional information is available on the website: [http://www.keystonecollects.com/](http://www.keystonecollects.com/)

Updated 12/05/2016