The University of Pittsburgh’s **Oakland Campus** Faculty, Staff and Student Employees follow the schedule below for the Local Service Tax (LST) of **$52** per calendar year, which is withheld in equal amounts from each pay:

<table>
<thead>
<tr>
<th>Payment Frequency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Monthly</td>
<td>$4.33/pay</td>
</tr>
<tr>
<td>Paid Biweekly</td>
<td>$2.00/pay</td>
</tr>
</tbody>
</table>

However, 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 the City of Pittsburgh 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 certificate can be found on the Payroll web site: [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, located at 207P Craig Hall. Submit a second copy to:

Tax Office, City of Pittsburgh, Department of Finance  
414 Grant St, Room 212  
Pittsburgh, PA 15219  
(412)255-2504

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. A refund process will be administered solely by the City of Pittsburgh.

Additional information is available on the City’s website: [http://www.city.pittsburgh.pa.us/finance/](http://www.city.pittsburgh.pa.us/finance/)