JOHNSTOWN CAMPUS ONLY
(Richland Township)

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

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

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 Richland Township will be less than $12,000
3. Active Duty Military Exemption
4. Military Disability Exemption

To claim exemption from the LST for the calendar year, 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 the previous year and meet the criteria again for the current year, you must complete another form.

Submit one copy of the exemption certificate with the required supporting documentation to the Payroll Office, 207 Craig Hall. Submit a second copy to:

HAB-LST
PO Box 25156
Lehigh Valley, PA 18002
(610) 599-3142

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.richlandtwp.com/resources/tax-office/](http://www.richlandtwp.com/resources/tax-office/)

Updated 01/19/2018