

## Local Services Tax

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

<b>Paid Monthly</b>	<b>\$4.33/pay</b>
<b>Paid Biweekly</b>	<b>\$2.00/pay</b>

**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 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/>.

**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.**

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