



# CITY OF SUNBURY

www.cityofsunbury.com

ELIZABETH KREMER, CITY TREASURER  
225 MARKET STREET  
SUNBURY, PA 17801  
TELEPHONE (570) 286-4588

## “EMPLOYER’S RETURN” L.S.T. 1 - LOCAL SERVICES TAX INVOICE

### INSTRUCTIONS TO EMPLOYER

1. The total number of employees reported must agree with the total number of LST2’s “Employer’s Deduction Certificates,” Copy A, remitted to the City Treasurer’s Office.
2. Forms must be filed on or before due date.
3. In the event that you have no employees from whom you are required to deduct the tax, engaged in occupations with the City in the period shown, write the word NONE on line one (1) of the LST1 “Employer’s Return.” Sign the form and return to the City Treasurer’s Office, Sunbury, PA.
4. Retain all extra copies of Form LST2, “Evidence of Deduction Certificate,” for your use when hiring new employees who do not have a receipt or a “Certificate” from a former employer. Additional Forms will be sent by the City Treasurer, Sunbury, PA.
5. All persons who work in the City of Sunbury are required to pay this tax. This includes Employers, Employees and Self-Employed Persons!

**REMINDER - PLEASE SIGN, DETACH AND RETURN BOTTOM SECTION WITH YOUR PAYMENT.**

### FORM LST 1

#### LOCAL SERVICES TAX EMPLOYER’S RETURN

PAYABLE TO:  
ELIZABETH R. KREMER, CITY TREASURER  
225 MARKET STREET, SUNBURY, PA 17801  
PHONE: (570) 286-4588

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION  
HEREIN CONTAINED IS TRUE AND CORRECT

AUTHORIZED  
SIGNATURE

DATE FILED

Employer’s Name and Address

### CITY OF SUNBURY

1. Total number of employees reported herewith
2. Gross amount of tax (Line 1 x \$1.00 per week)
3. Penalty (5%) .....
4. Interest (1/2%) per month .....
5. Total - Including any penalty and interest due

#### NOTE:

- 1st period - Jan., Feb., Mar., due by April 30.
- 2nd period - April, May, June, due by July 31.
- 3rd period - July, Aug., Sept., due by October 31.
- 4th period - Oct., Nov., Dec., due by January 31.

		1
		2
		3
		4
		5

FOR PERIOD

COLLECTOR’S STAMP

KEEP THIS SECTION FOR YOUR RECORDS

### FORM LST 1

#### LOCAL SERVICES TAX EMPLOYER’S RETURN

PAYABLE TO:  
ELIZABETH R. KREMER, CITY TREASURER  
225 MARKET STREET, SUNBURY, PA 17801  
PHONE: (570) 286-4588

I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION  
HEREIN CONTAINED IS TRUE AND CORRECT

AUTHORIZED  
SIGNATURE

DATE FILED

Employer’s Name and Address

### CITY OF SUNBURY

1. Total number of employees reported herewith
2. Gross amount of tax (Line 1 x \$1.00 per week)
3. Penalty (5%) .....
4. Interest (1/2%) per month .....
5. Total - Including any penalty and interest due

#### NOTE:

- 1st period - Jan., Feb., Mar., due by April 30.
- 2nd period - April, May, June, due by July 31.
- 3rd period - July, Aug., Sept., due by October 31.
- 4th period - Oct., Nov., Dec., due by January 31.

		1
		2
		3
		4
		5

FOR PERIOD

COLLECTOR’S STAMP

PLEASE SIGN, DETACH AND RETURN THIS SECTION WITH PAYMENT