

EARNED INCOME TAX OFFICE

1328 California Road, Suite C
Quakertown, PA 18951-4522
215-536-4256

Effective January 1, 1995, Richland Township began conducting in-house collection of the Earned Income Tax. In order to better serve the community, each Head of Household is required to complete this Data Information Sheet for all residents residing in his/her household. If you are considered exempt from this tax, indicate your reasons in the space provided on the reverse side of this form.

DECLARATION OF ESTIMATED INCOME TAX & QUARTERLY RETURNS

Rate: Due to the referendums passed at the November 2002 election, the Earned Income Tax rate will remain at 1% through June 30, 2003. Beginning July 1, 2003, the rate is expected to be 1.6%.

Who Must File: All self-employed taxpayers are required to pay their tax quarterly. Also, taxpayers who receive regular wages from their employers, but **DO NOT** have the full amount of Earned Income Tax withheld by their employer, **MUST PAY THEIR TAX QUARTERLY.**

When to File:		Not Withheld	Self-Employed
1 st Quarter	January 1 - March 31	April 30	April 15
2 nd Quarter	April 1 - June 30	July 31	July 15
3 rd Quarter	July 1 - September 30	October 31	October 15
4 th Quarter	October 1 - December 31	January 31	January 15

Where to File: File each quarterly return with the Richland Township Earned Income Tax Office at the above address.

How to Compute Tax: The tax can be computed either by estimating your earnings for the entire year and paying $\frac{1}{4}$ of the estimate tax quarterly, however, 90% of tax liability must be paid to avoid a penalty; or pay the tax on your actual earnings each quarter.

Penalty and Interest will be charged if paid after the quarterly due date. **PENALTY** at the rate of 8% of balance due will be assessed on any taxpayer who is required to file quarterly estimated payments and fails to file or fails to remit 90% of tax liability in quarterly estimated payments.

Reminder Notices for quarterly installment payments **WILL NOT** be sent.

If you have any further questions or require additional information, please contact the Earned Income Tax Office at 215-536-4256 during business hours. Thank you for your prompt assistance regarding this matter.

Sincerely,
The Richland Township Earned Income Tax Office Staff