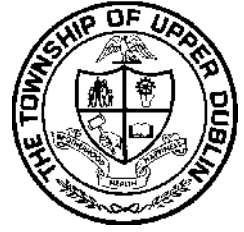


**UPPER DUBLIN  
TOWNSHIP**

**Earned Income Tax Office**  
801 Loch Alsh Avenue  
Fort Washington, Pa 19034-1697  
Phone: (215) 643-1600  
Fax: (215) 542-0797  
[www.upperdublin.net](http://www.upperdublin.net)



**Upper Dublin Township/Upper Dublin School District**  
**Earned Income Tax General Information**

The Earned Income Tax in Upper Dublin Township is one percent (1.0%) of the Earned Income/Net Profits for all Township residents. Also included are any non-residents engaged in business, working or headquartered out of an office within the township.

It is the responsibility of the taxpayer to register with our office within fifteen (15) days after becoming a resident or employee in the Township. Registration includes name, address, social security number, and any other information the Township may require. It is the taxpayers' responsibility to make sure they receive the necessary forms for filing, and notify our office of any change in status.

**WHAT IS TAXABLE INCOME?**

Examples of earned income may include but are not limited to the following:

Salaries	Fees	Severance payments	Covenant Not to Compete
Wages	Bonuses	Drawing accounts	General Partnership Income
Net Profits	Stock Options	Incentive payments	Taxes assumed by the employer
Commissions	Tips received	LLC/LLP Income	Guaranteed Payments
			Certain Retirement Pay & Pensions

Net Profits are defined as the net income from the operation of a business, profession or other activity, except corporations, after deductions are made for allowable business expenses. Net profits include any item that is correctly reportable on the Commonwealth of Pennsylvania Department of Revenue Form PA 40 line 4, or any item that is correctly reportable on Federal Schedules C, F, E, K-1, etc.

“Non-cash” fringe benefits recognized as taxable by the Federal Government are also taxable for Earned Income Tax purposes.

Employee contributions to plans, which reduce gross taxable wages for federal income tax purposes (e.g. 401 (K) plans), are not recognized as an exclusion for the Earned Income Tax and will be taxed accordingly.

Taxpayer should refer to PA Department of Revenue regulations regarding taxable compensation.

**WHAT IS NOT TAXABLE?**

Examples of income NOT subject to tax may include the following:

Social Security benefits	Parsonages
Third Party Sick or disability benefits	Unemployment compensation
Workman's compensation benefits	Death benefits
Public assistance compensation	Life insurance proceeds
Active military service pay	SCorporation Income
Interest & dividends	Limited Partnership Income

**WHEN AND HOW WILL I FILE?**

Taxpayers who pay the Philadelphia Wage or Net Profits Tax may take a credit for the tax amount paid to Philadelphia against the Upper Dublin Earned Income Tax. Taxpayers in this category will complete and submit a Final Return along with a copy of the W-2 or other necessary schedule(s) that verify their income and tax amount paid to Philadelphia.

Residents who are subject to an Earned Income Tax levied by the municipality where they are employed must register the employer's name and township with our office. The amount of tax withheld by the employer (as shown on the W-2 statement) can be used as a credit against the Upper Dublin Township Tax. If the employer withholds less than 1% local tax, estimated quarterly payments must be remitted for the balance of the tax amount due.

All residents whose taxes are not withheld by their employer and residents who are self-employed residents must remit estimated quarterly payments, payable by the due dates indicated below. The Township will provide a quarterly estimated payment form to the taxpayer for use in remitting their tax payment. It is the taxpayers' responsibility to make sure they receive the necessary form(s) for filing.

FINAL RETURNS must be filed by ALL residents who receive earned income. Joint filing cannot be accepted. The Earned Income Tax is an individual tax and will be processed as such. The final return will show the taxpayer's exact gross yearly earnings and/or net profits, the total tax due, the total tax paid and/or withheld and the amount of tax and/or refund due.

This return must be filed even though the employer withheld the entire tax and/or Philadelphia Wage or Net Profits Tax was paid. All returns must be submitted with copies of the appropriate withholding statements (W-2's), and in the case of self-employed persons and Sub Chapter S owners, any other appropriate tax schedules (Schedules C, E, F, K-1, etc.). Returns will be compared to the returns filed with the Pennsylvania Department of Revenue.

### WHEN ARE THE TAXES DUE?

Quarter:	Tax Period:	Due date (on or before):	
First Quarter	January, February, March	April	30
Second Quarter	April, May, June	July	31
Third Quarter	July, August, September	October	31
Fourth Quarter	October, November, December	January	31
Final Return	January through December	April	15

**Taxpayers may NOT choose to pay the tax at the end of the year.** The only exception granted is Earned Income or Net Profits that total less than \$5,000 in the current year. A taxpayer in this category may elect to pay the entire tax due at the time the Final Return is filed.

Quarterly estimated payments must be filed by all residents whose taxes are not withheld by their employer and by all residents who are self-employed. Quarterly payments are also required for those who have less than 1% withheld by their employer. It is the taxpayers' responsibility to make sure they receive their quarterly forms and make quarterly payments on a timely basis. All taxpayers are required to meet 80% of their total yearly tax liability through quarterly tax payments. Failure to meet this requirement will result in penalty and interest on the amount of the underpayment.

Penalty and Interest will be assessed at 1% per month from each quarterly due date at which the tax remains unpaid.

All checks or money orders should be made payable to "UPPER DUBLIN TOWNSHIP." Please include your Social Security or account number on the check. All checks returned by the bank, which cannot be re-deposited, will be subject to a \$15.00 fee by our office.

### ARE THERE ANY SPECIAL EXCEPTIONS?

Earned Income and/or Net Profits totaling \$3,000 or less for the year are exempt from payment of the Township tax, however these residents must file a FINAL RETURN.

Taxpayers may NOT choose to pay the tax at the end of the year. The only exception is granted for taxpayers with Earned Income or Net Profits that total less than \$5,000 in the current year. A taxpayer in this category may elect to pay the entire tax due at the time the Final Return is filed.

**Taxpayers are entitled to receive a written explanation of their rights with regard to the assessment, audit, appeal, enforcement, refund, and collection of certain taxes administered by the Township. A written explanation entitled "Upper Dublin Township Taxpayers' Bill of Rights Disclosure Statement" has been prepared for this purpose and is available without charge from the Township. You may request a copy in person at the Finance Department between the hours of 8:00 A.M. and 5:00 P.M. daily, except holidays, or:**

**Fax:** (215) 542-0797  
**Phone:** (215) 643-1600, Ext. 3230, 3330, or 3530  
**Mail:** Earned Income Tax Office, Upper Dublin Township, 801 Loch Alsh Avenue, Fort Washington, PA 19034  
**Website:** [www.upperdublin.net](http://www.upperdublin.net)