

Emergency and Municipal Services Tax  
Refund Request Form

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Refund  
Requested

\$

**Refund of Emergency and Municipal Services Tax (EMST) is requested for the following reason:**

- DUPLICATE PAYMENTS WERE MADE:** TOTAL EMST PAID SHOULD NOT EXCEED THE MAXIMUM LIMIT OF \$52 ANNUALLY.  
I am entitled to a refund for the amount of EMST that I paid in excess of \$52.

	<u>Employer</u>	<u>Township of Deduction</u>	<u>EMST Paid/Deducted</u>	<u>Dates Employed in 2007</u>
1st	_____	_____	_____	_____
2nd	_____	_____	_____	_____
3rd	_____	_____	_____	_____

*MUST attach Proof of duplicate payment (for example, pay stubs.)*

- TOTAL GROSS EARNINGS WERE LESS THAN \$12,000 ANNUALLY:** A TAXPAYER WHOSE TOTAL GROSS INCOME FROM ALL SOURCES IS LESS THAN \$12,000 ANNUALLY IS EXEMPT FROM PAYMENT OF THE EMST.

I am entitled to a refund for the total amount of EMST I paid. I understand that **TOTAL GROSS INCOME IS THE TOTAL OF ALL COMPENSATION DERIVED FROM ALL SOURCES.** 'TOTAL GROSS INCOME' PA40 line 1C + PA40 line 4.

I am requesting a refund from Upper Dublin Township for the total amount of EMST I paid because my TOTAL GROSS INCOME was less than \$12,000 annually.

*MUST attach copies of all W2(s) AND page 1 of both Federal and State Tax Returns.  
If self-employed, MUST also attach copies of all Schs C, E, K-1 AND Proof of individual payment.*

- OTHER:** \_\_\_\_\_  
\_\_\_\_\_

**Copies of all appropriate documents must be enclosed:**

- 1.) W2(s) and/or Sch C, E, K1 if self-employed AND
- 2.) Pay stub(s) and/or proof of payment if self-employed AND
- 3.) Federal and State Income Tax Returns (page 1 of both)

**FAILURE TO INCLUDE ALL NECESSARY  
FORMS AND DOCUMENTS WILL DELAY  
THIS REFUND REQUEST.**

**REFUNDS WILL ONLY BE AUTHORIZED AFTER OUR OFFICE HAS RECEIVED PAYMENT FOR THE TAX.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Taxpayers are entitled to receive a written explanation of their rights with regards to the assessment, audit, appeal, enforcement, refund and collection of certain taxes administered by the Township. A written explanation entitled "Township of Upper Dublin Taxpayer's Bill of Rights Disclosure Statement" has been prepared for this purpose and is available without charge from the township finance department.