

# BOROUGH OF FOREST HILLS

4400 Greensburg Pike  
PITTSBURGH, PA  
15221 (412) 351-7330



## **DIRECTIONS FOR COMPLETING LOCAL SERVICES TAX RETURN**

1. Check the period for which this form is being completed (1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, etc.).
2. All employers must print their name and address in the box shown. The name of the individual completing the form must be printed on the last line.
3. Employer Identification – check to indicate whether you are an employer or a self employed person.
4. Complete the information requested in the table at the bottom for each employee or for you if self employed.
5. Sign the form at the bottom after reading the declaration and include the title of the individual signing the form and the date the form is submitted.
6. Return the form with check made payable to “Borough of Forest Hills” to 2071 Ardmore Blvd., Pittsburgh, PA 15221. The tax rate is \$52 per employee.
7. Incomplete information will result in the form’s return. The return will not be considered filed if information is incomplete and penalties and interest will accrue immediately after due date. If employer uses a different form the information required on the borough’s form must be included or the return will be considered incomplete.
8. Please see the form entitled “LOCAL SERVICES TAX RULES & INFORMATION” for further information on this tax.

*Please make copies of this form as needed. If your business uses its own format when submitting the tax you are required to provide the same information requested on the tax return issued by the borough.*