

**Please Type in the Boxes Below. Print Out Form and Mail To:  
Legal Tax Service, Inc. P.O. Box 10060 Pittsburgh, PA 15236-6060**

**LEGAL TAX SERVICE, INC.**

**MUNHALL BOROUGH/STEEL VALLEY SCHOOL DISTRICT  
EMPLOYER'S QUARTERLY LOCAL SERVICES TAX (ACT 7) REPORT**

**BUSINESS NAME:** \_\_\_\_\_

**EIN:** \_\_\_\_\_

**ACCOUNT#:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

1<sup>st</sup> Quarter - Ends - 03/31- Due 04/30  
2<sup>nd</sup> Quarter - Ends - 06/30 - Due 07-31  
3<sup>rd</sup> Quarter - Ends - 09/30 - Due 10-31  
4<sup>th</sup> Quarter - Ends - 12/31 - Due 01-31

**TAX YEAR:** \_\_\_\_\_ **QUARTER:** \_\_\_\_\_ **QUARTER ENDING DATE:** \_\_\_\_\_

1. NUMBER OF EMPLOYEES .....	_____
2. TOTAL TAX REMITTED .....	\$ _____
\$52.00 ANNUALLY PER EMPLOYEE. WITHHOLDING AMOUNT MUST BE PRORATED FROM EACH PAY PERIOD AND REMITTED QUARTERLY.	
3. PENALTY AND INTEREST 1% PER MONTH .....	\$ _____
4. TOTAL DUE .....	\$ _____

**PLEASE ATTACH EMPLOYEE LIST THAT INCLUDES NAME, ADDRESS,  
SOCIAL SECURITY NUMBER, AND AMOUNT PAID. PLEASE MAKE COPY  
OF BLANK FORM FOR 2<sup>ND</sup>-3<sup>RD</sup>-4<sup>TH</sup> QTR. FILINGS.**

**Individuals who are not employers and are engaged in an occupation within the Borough are subject to the tax. This includes professionals, independent contractors, self-employed, etc. Businesses are prohibited from withholding the total tax in a lump sum.**

**MAKE CHECK PAYABLE AND REMIT TO:**

Legal Tax Service, Inc.  
P.O. Box 10060  
Pittsburgh, PA 15236-6060  
Phone: (412) 464-9555 Fax: (412) 464-2425