

**LEGAL TAX SERVICE, INC.**  
**714 Lebanon Road**  
**West Mifflin, PA 15122**  
**tel. 412-464-9997 \* fax 412-464-9970**  
**legaltaxservice.com**

## **MUNHALL LOCAL SERVICE TAX REFUND INSTRUCTIONS**

You are entitled to a refund of the \$52 Local Service Tax (“LST”) paid to Munhall if: your total earned income for the calendar year from all sources (employers and self-employment) within the Borough of Munhall is less than \$12,000 per year, OR you had over \$52 deducted from your pay for the calendar year due to having multiple employers.

In order to receive your refund, you must provide the following:

- copies of all W-2 statements for the year in which you are requesting the refund;
- proof that the LST was paid to Munhall via your last pay stub of the year for each employer; and
- completed LST Refund Form.

Please provide a separate form for each year in which you request a refund. Refunds are only given for up to three years.

Incomplete forms or missing information will delay the processing of your refund and may cause the information to be returned to you.

All forms and information should be sent to:

Legal Tax Service, Inc.  
Attn: Jenn  
714 Lebanon Rd.  
West Mifflin, PA 15122

# LST REFUND FORM

NAME \_\_\_\_\_ YEAR \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_

EMPLOYER(S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please be sure that you have attached the following information:

- ✓ Copies of all W-2 statements for the year in which in you are requesting the refund.
- ✓ Proof that the LST was paid to Mun hall via your last pay stub of the year for each employer.

I, the undersigned, declare under penalty of law that the information contained on this form and all attachments to this form are true, full, and complete to the best of my knowledge and belief and that my total earned income from all sources within the Borough of Munhall for the year stated above was \$12,000 per year or less.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date