

* Not applicable in all situations

CITY OF PITTSBURGH

2025 LOCAL SERVICE TAX – EXEMPTION CERTIFICATE

- A copy of this application for exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to your employer and to the political subdivision levying the Local Services Tax for the municipality or school district in which you are primarily employed.
- **This application for exemption from the Local Services Tax must be signed, dated, and given to each employer.**
- No exemption will be approved until proper documentation has been received.

PRINT NAME: _____ SOCIAL SECURITY #: _____

ADDRESS: _____ PHONE #: _____

CITY – STATE – ZIP: _____

REASON FOR EXEMPTION

1. **MULTIPLE EMPLOYERS:** Attach a copy of a current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax withheld. List all employers on the reverse side of this form. You must notify your other employers of a change in principal place of employment within two weeks of the change.

2. **EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN THE CITY OF PITTSBURGH WILL BE LESS THAN \$12,000:** Attach copies of your last pay statements from all employers or copies of your W-2's from all employers for the prior year. Also submit copies to your employer(s).

If you are **SELF-EMPLOYED**, attach a copy of your PA Schedule C, F, or RK-1 for the prior year.

3. **ACTIVE DUTY MILITARY EXEMPTION:** Attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. **You are required to advise your employer and tax office when you are discharged from active duty status.**

4. **MILITARY DISABILITY EXEMPTION:** Attach a copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

EMPLOYER: Once you receive this Exemption Certificate, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the taxpayer or tax collector to withhold the tax. **Employer must retain Exemption Certificate.**

Tax Office: LST Exemption Certificate, City of Pittsburgh, Department of Finance,
Address: 414 Grant Street
City, State & Zip: Pittsburgh PA 15219-2476

The municipality is required by law to exempt from the LST employees whose earned income from all sources (employers and self-employment) in their municipality is less than \$12,000.

SIGNATURE: _____ DATE: _____

For additional information go to www.pittsburghpa.gov/finance/finance.html or call 412-255-2504.

EMPLOYMENT INFORMATION: List all places of employment for the applicable tax year. Please list your **PRIMARY EMPLOYER under #1** and your secondary employers under the other columns. If self-employed, write "SELF" under employer name column.

subject to the 10% additional tax

	1. PRIMARY EMPLOYER	2.	3.
Employer Name	Duquesne university	Previous full time	other employers,
Address	your dept. name	employer	as applicable
Address 2			
City, State & Zip			
Municipality			
Employer Phone			
Start Date			
End Date			
Status FT or PT	FT (full-time)	FT (full-time)	
Gross Earnings			

	4.	5.	6.
Employer Name			
Address			
Address 2			
City, State & Zip			
Municipality			
Employer Phone			
Start Date			
End Date			
Status FT or PT			
Gross Earnings			