

**INSTRUCTIONS FOR THE CITY OF MONONGAHELA TAX RETURN**  
**PLEASE READ CAREFULLY AS OUR TAX FORM HAS CHANGED. IF YOU HAVE ANY QUESTIONS OR**  
**NEED HELP FILLING OUT THIS FORM CALL THE CITY TREASURER'S OFFICE AT**  
**724-258-9024.**

THIS FORM MUST BE FILLED OUT EVEN IF YOUR TAX WAS WITHHELD BY YOUR EMPLOYER AND NO ADDITIONAL TAX IS DUE. THE RESIDENTS OF MONONGAHELA FILE TWO LOCAL INCOME TAX FORMS, ONE WITH KEYSTONE MUNICIPAL (RINGGOLD SCHOOL DISTRICT) AND ONE WITH THE EARNED INCOME TAX OFFICE OF MONONGAHELA.

**WHO MUST FILE?**

Any resident or partial year resident of the City of Monongahela who had taxable earned income or net profits during any part of the year must file a return. This return must be filed regardless of age, amount of earned income, or whether or not you had to file a state or federal return.

**TAX RATE**

Your local tax rate is 1%, with .5% being paid to Ringgold School District and .5% being paid to the City of Monongahela.

**TAX FORM CHANGES**

You will find that our tax form has been changed. A taxpayer and his/her spouse may file on the same form. This is not a joint return; all information must be entered for each individual in the appropriate column. **READ ALL INSTRUCTIONS CAREFULLY.**

**SECTION 1**

**EXTENSION**

If you filed an extension with the State of Pennsylvania, you may file an extension with the City of Monongahela. Put a check in the extension box. An extension of time **does not** extend the time to pay the earned income tax. You must fill out this form using estimated values. Tax is due and must be paid on this estimated income. You have until October 15<sup>th</sup> to file a tax form with the correct values. Any under payment of tax will be charged penalty and interest.

**PART YEAR RESIDENT**

If you resided in the City of Monongahela for part of the tax year, check this box and fill out section 3 on the back of the tax form.

**TAX STATUS CHANGE**

If your Tax status has changed, i.e., you have retired, are on active military duty, no longer a resident of Monongahela, permanently disabled or unemployed or the Taxpayer for whom this form is being filed for is deceased check this box and fill out section 4 on back of the tax form.

**NAME, ADDRESS, SOCIAL AND PHONE NUMBER**

Please enter the taxpayers' names. If this is the first year you are filing under this name, and you have filed with us in a previous year using a different name, put a check in the box next to your name. Enter your social security numbers in full. Enter your current address and phone number where you can be reached during the day, should we have any questions about your return. Please mark a T or S in the box next to your phone # so we know with whom we will be speaking with.

**SECTION 2**

**LINE 1- GROSS EARNINGS AND COMPENSATION**

Add all W-2 forms and 1099 forms using State income figures and enter total on this line. Active Duty Military pay is **not** taxable. Attach copies of all W-2 and 1099 forms. Your return will not be processed or considered filed without these forms.

**LINE 2- ALLOWABLE BUSINESS EXPENSES**

Use worksheet on back of tax return. Only expenses from Part A: lines 1, 2, 3 of your Pa Schedule UE return are allowable. Transfer total from worksheet to this line.

**LINE 3- TAXABLE W-2/1099 EARNINGS**

Subtract allowable expenses on line 2 from gross earnings on line 1. Enter total here.

**LINE 4- NET PROFIT/LOSS FROM BUSINESS, PROFESSION OR FARM**

Include all profits and or losses from the following PA Schedules: C, E, F, K-1. Neither PA Schedule C-F nor Federal forms will be accepted. Certain net profits may not be taxable for local purposes if they are not for services rendered and are in the nature of an investment. Losses may not be deducted from other person's earnings, nor may losses be carried over to any other tax year.

**LINE 5- TOTAL EARNED INCOME AND NET PROFITS**

Add lines 3 and 4. If less than 0 enter 0 on line 5.

**LINE 6- TAX**

Multiply line 5 by .005. Enter amount on line 6. This is your total tax.

**LINE 7- LOCAL TAX WITHHELD BY EMPLOYER**

This information can be found on your W-2/1099 in the local tax withheld box. If your employer withheld the full 1% tax from your earnings, enter 1/2 of the amount on line 7. If your employer withheld .5% from your earnings you may enter the full amount on line 7 only if the locality indicated is not a school district.

**LINE 8- ESTIMATED QUARTERLY PAYMENTS**

If you made quarterly tax payments to our office enter the total paid for the tax year on line 8. If you have a credit for a previous year you may include it on this line.

**LINE 9- TOTAL CREDIT**

Add amounts from line 7 and line 8. Enter total on line 9.

**LINE 10- TAX DUE**

Subtract the amount on line 9 from the amount on line 6. Enter amount on line 10. This is your tax due.

**LINE 11- PENALTY AND INTEREST**

Enter any penalty or interest due on this line.

**USE THE ONLINE PENALTY AND INTEREST CALCULATOR TO DETERMINE IF YOU OWE A PENALTY AND INTEREST.**

**LINE 12- TOTAL DUE**

Add amount from line 10 to amount from line 11. Enter total on line 12.

**LINE 13- CREDIT/REFUND**

Subtract amount on line 6 from amount on line 9. If amount is less than \$1.00 enter a 0 on line 13. No refunds are issued under \$5.00 credit only will be issued for the following year.

**LINE 14- TOTAL AMOUNT ENCLOSED WITH RETURN**

**YOUR RETURN WILL NOT BE CONSIDERED FILED IF ANY OF THE FOLLOWING OCCUR:**

**IT HAS NOT BEEN SIGNED AND DATED**

**ALL REQUIRED DOCUMENTATION HAS NOT BEEN INCLUDED.**

**FAILURE TO RECEIVE A TAX RETURN DOES NOT RELIEVE THE TAXPAYER OF THE RESPONSIBILITY OF FILING A TAX RETURN AND OF PAYING THE TAX. FAILURE TO FILE MAY RESULT IN A FINE UP TO \$500.00, PLUS PENALTY AND INTEREST.**