

KEYSTONE TAX BUREAU, INC.

**P.O. BOX 441
SOUTHEASTERN, PA 19399
(610) 993-8609 FAX (610) 889-9427**

**Station Square One, Suite 202
Paoli, PA 19301
www.keytaxbur.com**

FREQUENTLY ASKED QUESTIONS

- ❖ **No Extensions are permitted by Law for the Business Privilege and Mercantile Tax as it is a Gross Receipts Tax.**
- ❖ **Failure to receive any tax forms does not relieve you of the responsibility to file a return and to pay the appropriate late charges if filed past the deadline.**
- ❖ **Any form may be downloaded from our Web Page.**
- ❖ **EXTENSIONS Final Earned Income Tax Filings: We require a copy of your Federal or PA Tax Extension Form. It must be received at this office on or before the due date. There is no provision for authorizing an extension of time for payment of this tax. If you anticipate a tax liability, a check must accompany an extension to avoid penalties and interest.**
- ❖ **Springfield Township has an automatic \$10.00 late payment for those taxpayers who are required to make Estimated Payments and Final Returns, whether or not the local tax is withheld if filed past the deadline.**
- ❖ **EMERGENCY MUNICIPAL SERVICE TAX REFUNDS:**

If you had a duplicate deduction in a given tax year your refund will not be forthcoming until we receive the money from your employer. YOU WILL NOT RECEIVE YOUR REFUND UNTIL THE FOLLOWING DATES:

First Quarter due date for Employers is April 30th

- **Expect a refund on or about May 20th**

Second Quarter due date for Employers is July 31st

- **Expect a refund on or about August 20th**

Third Quarter due date for Employers is October 31st

- **Expect a refund on or about November 20th**

Fourth Quarter due date for Employers is January 31st

- **Expect a refund on or about February 20th of the following year**

AN INCOMPLETE APPLICATION FOR A REFUND WILL AUTOMATICALLY BE DENIED. SPECIFICATIONS ARE ON THE APPLICATION. YOU MUST FOLLOW DIRECTIONS!!!