

**WEST SHORE TAX BUREAU  
3607 ROSEMONT AVENUE, PO BOX 656  
CAMP HILL PA 17001-0656  
Phone 717-761-4902 Fax 717-975-8955**

**APPLICATION FOR EMST/OPT REFUND**

This refund is for tax year \_\_\_\_\_.

- This application must be completed and presented to West Shore Tax Bureau for refund approval.
- Attach evidence of EMST/OPT deduction from employer or, if self employed provide a receipt of a copy of your cancelled check.
- Pennsylvania Personal Income Tax Return (PA-40) and all supporting documentation must be attached if applying for a refund under income exemption. Copies of W-2's must be attached if applying for a refund under the income exemption.
- This application must be signed and dated.
  
- **No refunds will be made until proper documents have been produced.**

Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REASON FOR CLAIM**

1. \_\_\_\_\_ MULTIPLE DEDUCTIONS: Please attach copies of pay check stubs, W-2 forms or other proof of deduction.
  
  2. \_\_\_\_\_ TOTAL TAXABLE INCOME LESS THAN INCOME EXEMPTION AMOUNT FOR TAX YEAR ENDING \_\_\_\_\_: Please attach a copy of your Pennsylvania Personal Income Tax Return for the applicable tax year. If you filed a "joint return" please include W-2 forms, schedules and other supporting documentation.
  
  3. \_\_\_\_\_ OTHER (Please Explain): \_\_\_\_\_
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Please note that in most cases the EMST is a shared tax. Usually \$47 is collected for the municipality and \$5 is collected for the school district. In all cases the school district's income exemption is \$1,000 while the municipality income exemptions vary from \$4,000 to \$12,000. **FOR EXAMPLE:** if an individual earned \$6,000 they would qualify for a refund of the municipal share of the tax, while exceeding the school district income limit. The refund in this case would be reduced by the school district share of the tax.

Camp Hill School District share of EMST = \$10  
Cumberland Valley School District share of EMST = \$5  
East Pennsboro School District share of EMST = \$5  
Mechanicsburg Area School District share of EMST = \$5

**Employment Information: List all places of employment for the applicable tax year. Please list your PRIMARY EMPLOYER under #1 below and your secondary employers under the other columns. If self employed, write SELF under Employer Name column.**

**1. PRIMARY EMPLOYER 2.**

**3.**

<b>Employer Name</b>			
<b>Address</b>			
<b>Address 2</b>			
<b>City, State Zip</b>			
<b>Municipality</b>			
<b>Phone</b>			
<b>Start Date</b>			
<b>End Date</b>			
<b>Status (FT or PT)</b>			
<b>Gross Earnings</b>			

**4.**

**5.**

**6.**

<b>Employer Name</b>			
<b>Address</b>			
<b>Address 2</b>			
<b>City, State Zip</b>			
<b>Municipality</b>			
<b>Phone</b>			
<b>Start Date</b>			
<b>End Date</b>			
<b>Status (FT or PT)</b>			
<b>Gross Earnings</b>			

**PLEASE NOTE:**

All information received by the West Shore Tax Bureau is considered to be **CONFIDENTIAL** and is only used for Official Purposes relating to the collection, administration and enforcement of the Earned Income and Emergency & Municipal Services Taxes.

**I DECLARE UNDER PENALTY OF LAW THAT THE INFORMATION STATED HERE IS TRUE AND CORRECT:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_