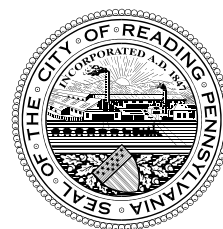


Tax Administration  
815 Washington Street  
Reading, PA 19601-3690

**CITY AND SCHOOL DISTRICT OF READING**  
1<sup>ST</sup> QUARTER 2010 LOCAL SERVICES TAX



Phone: (610) 655-6336  
TDD: (610) 655-6442  
Fax: (610) 655-6242  
E-mail: tax@readingpa.org

**NAME**  
**ADDRESS**

**Account Number**

- 1. NUMBER OF TAXABLE EMPLOYEES, OWNERS, OFFICERS, PARTNERS \_\_\_\_\_
- 2. GROSS AMOUNT OF TAX (AMOUNT MUST MATCH DETAIL SUBMITTED) \_\_\_\_\_
- 3. IF PAID BY APRIL 30, AMOUNT OF TAXED OWED TO CITY OF READING ENTER AMOUNT FROM LINE 2 \_\_\_\_\_
- 4. IF PAID AFTER APRIL 30, ADD PENALTY, MULTIPLY LINE 2 BY 10% \_\_\_\_\_
- 5. IF PAID AFTER APRIL 30, ADD INTEREST AT RATE OF 1% PER MONTH OF LINE 2 \_\_\_\_\_
- 6. AMOUNT OF TAX, PENALTY AND INTEREST OWED TO CITY OF READING ADD LINES 2, 4 AND 5 \_\_\_\_\_

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**Date** **Authorized Signature, Title**

I certify that this return, including all accompanying forms,  
is true and correct to the best of my knowledge

RECEIPTS ARE AVAILABLE UPON WRITTEN REQUEST OR IN PERSON AT THE TAX ADMINISTRATION DIVISION. IF REQUEST IS IN WRITING, PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE. A RECEIPT OR PAY STUB SHOWING DEDUCTION ARE VALID PROOF OF PAYMENT FOR AN EMPLOYER.

**DETAIL CONTAINING THE NAME AND SOCIAL SECURITY NUMBER OF EACH TAXPAYER SHOULD BE REMITTED WITH PAYMENT. ELECTRONIC FILES ARE REQUIRED FOR THOSE REMITTING GREATER THAN FIFTY RECORDS.**

MAKE CHECK(S) PAYABLE TO "CITY OF READING". PAYMENT AND DETAIL MUST BE SENT TO TAX ADMINISTRATION 815 WASHINGTON ST, READING, PA 19601-3690.  
ELECTRONIC FILES MUST BE SENT TO taxfiles@readingpa.org.

You are entitled to receive a written explanation of your rights with regard to the audit, enforcement, refund and collection of local taxes collected by the City of Reading by calling the Tax Office at 610-655-6337 during the hours of 8:00 A.M and 4:00 P.M, Monday through Friday.