

2003 School Income Tax Return

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GENERAL FILING INFORMATION

Who should file - Only Philadelphia residents with taxable income. Review the instructions on Page 2 for a list of taxable income. Interest on bank savings accounts, checking accounts, and certificates of deposit issued by banks are not taxable. Partial year residents should refer to the instructions on Page 4.

Filing status - Complete the name and social security number information on the return. A husband and wife may file a combined return. However, losses from one spouse cannot be offset against gains from the other spouse. If the preprinted information listed on the return is incorrect, use the **Change Form** to make the necessary corrections. For example, if your spouse is deceased but the preprinted information pertains to your spouse, use the **Change Form** to indicate your name and social security number.

When to file - This return is due on or before **April 15, 2004**. An extension of time to file can be requested using the Extension Worksheet and coupon on Page 3. **Failure to file by the due date will result in the imposition of interest and penalty.**

Where to file - Sign the return and mail to: **Philadelphia Department of Revenue
P.O. Box 389
Philadelphia, Pa 19105-0389**

To pay in person, come to the Municipal Services Building, Concourse Level, 1401 John F. Kennedy Boulevard. Non-cash payments may also be made at 9125 Roosevelt Boulevard (located in the Northeast Shopping Center at Welsh Road) and at 2761 N. 22nd Street (Hope Plaza).

If you do not have or do not expect to have income subject to this tax, complete the cancelation information on the Change Form. A single Change Form can be used for all tax types for which you are liable.

Print your numbers legibly and boldly to ensure efficient processing. Photocopies of this return are not acceptable. This return can be obtained by calling the number listed below and is available for download from our website.

Any net losses on Lines 1 through 8 of the return should be entered as "0". Losses may not be used to offset other types of income.

If the tax due on Line 14 is \$1 or more, make check payable to "City of Philadelphia". **Do not pay tax if less than \$1.**

Contact Information: For more information call 215-686-6600 or send e-mail to revenue@phila.gov. Tax forms, schedules and instructions can be downloaded from our web site at phila.gov/revenue. All forms are in Adobe Acrobat format and require Acrobat Reader 4.0 or later.

INTERNET FILING INSTRUCTIONS

To file this return online, click on "Online Services" at www.phila.gov/revenue. The process is as easy as "1, 2, 3".

1. Register as an "online" filer. You will receive an e-mail establishing your PIN number. In addition to the 2003 School Income Tax Return, the 2003 Wage Tax Reconciliation return and the Application for a Tax Account Number can be filed online.
2. Enter the required data on the return and click the "Submit" button to file the return. You will receive a confirmation number confirming that your return has been filed.
3. If there is a tax due on Line 14 of the 2003 School Income Tax return, please send your check, payable to the City of Philadelphia, along with the payment coupon at the bottom of the return you received in the mail to:

**Philadelphia Department of Revenue
P.O. Box 389
Philadelphia, Pa 19105-0389**