

2000 School Income Tax Return

This package contains the following:

- This instruction booklet
- 1 School Income Tax return with pre-printed information to be used when filing your return
- 1 blank School Income Tax return to be retained for your records
- 1 Change Form
- 1 Extension Payment Coupon included in this booklet
- 1 return envelope for filing your return or Extension Payment Coupon

CONTENTS

General Filing Information.....	Page 1
Contact Information.....	Page 1
Instructions for Preparing the School Income Tax Return.....	Page 2
Interest and Penalty Chart.....	Page 3
Extension Worksheet and Extension Payment Coupon.....	Page 3
Partial Year Residents.....	Page 4

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 pre-printed 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 pre-printed 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 16, 2001**. An extension of time to file can be requested using the enclosed 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**

If you wish 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.

Print your numbers legibly and boldly to ensure efficient processing.

Photocopies and facsimiles of this return are **not** acceptable. This return can be obtained by calling the number listed on Page 4 and is available for download from our website. Internet forms are in PDF format and require Adobe Acrobat Reader 4.0 or later.

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.

If you do not have or do not expect to have income subject to this tax, complete the cancellation information on the Change Form.

CONTACT INFORMATION

Direct telephone inquiries to 215-686-6600.
Send e-mail to revenue@phila.gov
Visit our web site - www.phila.gov/departments/Revenue