

**MILFORD TOWNSHIP / TRUMBAUERSVILLE BOROUGH  
TAX YEAR 2010 FILING INSTRUCTIONS**

**All employed residents of Milford Township and Trumbauersville Borough must file this return even if local tax was withheld by an employer and/or individual estimated payments were paid to this office and no tax balance is due. Taxable income includes wages, salaries, net profits, commissions, bonuses, tips, fees, severance pay, 401-K plan contributions, stock options and incentive payments.**

**NOTE:** This is an individual tax. We do not accept joint Returns. Please do not co-mingle taxpayer information.

Additional blank forms may be downloaded from our website: [www.milfordtownship.org](http://www.milfordtownship.org) or requested by phone (#215-536-2090)

Fill in your Name, Current Address, Social Security Number and the "2010 RESIDENT STATUS" box.

**Part-Year Residents:** Pro-rate Lines 1-5 for the time you resided in Milford Township or Trumbauersville Borough during 2010. Pro-ration = Both Income & Tax Withheld divided by months worked multiplied by # of complete months of residence during that employment.

Philadelphia Withholding: Credit is allowable up to only the taxpayer's total 2010 resident rate.

Line 1, A,B,C) List Tax Year 2010 Employer(s) and Dates and fill in the local wages and any local tax withheld for each. If no amount is shown in the Local Wage box on your W-2 form, the State Wage amount must be used. W-2 forms or 1099-Misc Income forms must be enclosed when this Return is filed.

Line 2) Total the "LOCAL WAGES" column and the "LOCAL TAX WITHHELD" column.

Line 3) Enter your un-reimbursed business expenses. A copy of your PA UE form (or worksheet) or your Federal Business Expense form must be enclosed to verify your business expenses. Credit will not be allowed without verification.

Line 4) Enter the total local taxable wages minus un-reimbursed business expenses.

Line 5) Enter any net profit or loss from business. Copies of all applicable PA State Profit/Loss Schedules must be enclosed.

Line 6) Calculate your taxable income. Line 4 + profit or - loss. Line 6 = Income subject to this tax.

Line 7) Calculate your tax. The tax year 2010 local tax rate is **1.75% (.0175) of Line 6 for Milford residents / 1.5 % (.015) for Trumbauersville Borough residents.**

Line 8 - 11) Calculate your Credits.

Line 8) Enter local tax withheld by employers from Line 2.

Line 9) Enter individual payments of tax remitted to Milford Township or Trumbauersville Borough for 2010.

Line 10) Enter any tax left over and not refunded from your 2009 Milford Township / Trumbauersville Borough Individual Earned Income Tax Return.

Line 11) Total Credits = Line 8 + Line 9 + Line 10.

Line 12) Line 7 minus Line 11 = your tax due with this Return.

Line 13) The amount paid with this Return = all or a portion of Line 12.

Line 14) If Line 11 is more than your tax, enter the amount we owe you and designate whether you wish a tax year 2010 refund or a credit carried forward to tax year 2011

**QUARTERLY PAYMENTS WILL BE REQUIRED FOR TAX DUE THAT IS NOT WITHHELD BY AN EMPLOYER. QUARTERLY FORMS MAY BE DOWNLOADED AT [www.keystonecollects.com](http://www.keystonecollects.com)**