



**INSTRUCTIONS FOR THE RADNOR TOWNSHIP LOCAL SERVICES TAX EXEMPTION CERTIFICATE**

The local Radnor Emergency Municipal Services Tax of \$52.00 per year, will now be known as the "Local Services Tax" (RST). The amount remains the same, but rather than a lump sum deduction there will be a biweekly deduction of \$2.00 to equal an annual amount of \$52.00. There is now also a low-income exemption such that any individual who earns less than \$12,000 in a calendar year will not be subject to the RST. Any employee knowing they will not earn more than \$12,000 in 2008 and wishing to claim an exemption, must complete a Local Services Tax - Exemption Certificate. Part time employees who are paying the Local Services Tax at their primary place of employment may also claim exemption by completing the Exemption Certificate.

If you qualify under one (or more) of the reasons for exemption, **YOU MUST COMPLETE BOTH PAGES OF THE LOCAL SERVICES TAX - EXEMPTION CERTIFICATE** . This form may be found on the Township's website under [Local Services Tax \(LST\) Exemption Application - Effective January 1, 2008](#)

YOU MUST THEN FORWARD THE COMPLETED EXEMPTION CERTIFICATE, WITH THE REQUIRED SUPPORTING DOCUMENTS, TO:

WILLIAM F. MARTIN, ASSISTANT DIRECTOR OF FINANCE  
RADNOR TOWNSHIP  
P. O. BOX 155  
WAYNE, PA 19087

A COPY OF THE EXEMPTION CERTIFICATE AND THE SUPPORTING DOCUMENTS MUST ALSO BE SENT TO:

FRANCES M. CONWELL, MANAGER OF PAYROLL  
CABRINI COLLEGE  
610 KING OF PRUSSIA ROAD  
RADNOR, PA 19087-3698