

# Shaler Township Volunteer Service Tax Credit

## Requirements & Eligibility

**November 1—Due to Fire Chief**

**November 30—Due to Shaler Township**

### Earned Income Tax Credit

The earned income tax credit will be a direct credit on your earned income tax form that will be filed by April 15. The tax credit must be included on your earned income tax filing under credits. It will be an ongoing tax credit that requires filing an application annually. The maximum credit is \$300.00 and will be funded by the Township of Shaler. Please note there are no other credits available to volunteers that do not have earned income.

### Criteria for Eligibility

The Volunteer Fire Company Chief or EMS Director must certify on an annual basis the names of all eligible volunteers.

To qualify, volunteers must have completed the basic requirements for their membership classification as outlined in the Bylaws of the fire company or EMS agency.

### Basic Training Requirements include:

**Active Firefighters:** Interior Firefighter Training or equipment training based on their expected performance classification.

**Business Members** who have met the requirements as set forth in the Bylaws of the volunteer agency.

The member must be in good standing as outlined in the Bylaws of the volunteer agency.

Volunteers must achieve a minimum of fifty (50) hours of service for the eligibility period year.

Volunteers on probation are not eligible for the tax credit.

### To Qualify for the Tax Credit

**Members** that are eligible to receive this tax credit must complete the Application for Volunteer Service Tax Credit to their respective Fire Chief no later than **November 1**. Forms available on line on the Township website, under Public Safety, then Volunteer Fire Companies.

The **Fire Chief** must certify and attest to the volunteers' service time and submit a list to the Township of Shaler. **This form must be submitted to the Township no later than November 30 of the current year.**

Upon receipt of this list, the **Board of Commissioners** will certify the list to Keystone Collections at the December Board of Commissioners meeting. This list will be provided to Keystone Collections so that when the volunteer files their year end tax forms, they can match the name and social security number with the correct individual to process the tax credit.

### Keystone Requirement for Volunteer Member:

Before the volunteer files their year-end tax form with Keystone Collections, they will need to download the Volunteer Tax Credit Form and worksheet from Keystone Collections or Shaler Township web site. This form is available from your Fire Department or the Shaler Township website.

Please encourage your volunteers to take advantage of this earned income tax credit in appreciation for their services to the Township of Shaler.

If you have any questions, please advise your membership to contact the Township via email at [jkording@shaler.org](mailto:jkording@shaler.org). Based on the number of questions, an additional fact sheet may be forthcoming to clarify any questions.